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CONTENTS

The Ford Motor Company Archives....HENRY E. EDMUNDS 99

Subject File Manuals: The Why and How of Their Development.....TERRY BEACH 105

Archival Developments in the Lutheran Churches in the United States.....MABEL DEUTRICH 127

The Nitid Crimson.....DAVID C. MEARNS 139

The *American Archivist*: The Voice of a Profession.....KARL L. TREVER 147

THE ARCHIVIST'S BOOK SHELF:

Graphic Presentation Offers a New Approach to the Archivist's Finding Aids Program.....HERMAN R. FRIIS 157

REVIEWS OF BOOKS:

Preliminary Inventory, Record Group 10, Indian Affairs. [Public Archives of Canada].....THEODORE R. SCHELLENBERG 159

Guide to the Writing of American Military History.....WILLARD WEBB 161

A Calendar of Ridgely Family Letters 1742-1899 in the Delaware State Archives.....ELIZABETH C. KIEFFER 161

A True Relation of the State of Virginia lefte by Sir Thomas Dale Knight in May last 1616, by John Rolfe.....L. H. BUTTERFIELD 162

The Papers of Henry Bouquet, vol. 2, The Forbes Expedition.....HENRY P. BEERS 163

Guide to Manuscript Materials of American Origin in the Illinois Historical Survey.....WATT P. MARCHMAN 165

List of Business Manuscripts in Baker Library..OLIVER W. HOLMES 166

Annual Report on Historical Collections . . . University of Virginia Library, 1949-1950 and *Third Report of the Archivist of the Division of Documents, West Virginia University, 1949-1951, Collection of West Virginia History*.....ANDREW H. HORN 168

Report of the [*Canadian*] *Royal Commission on National Development in the Arts, Letters, and Sciences, 1949-1951; an Unofficial Summary* and [*Canadian*] *Royal Commission Studies: A Selection of Essays*.....PHILIP C. BROOKS 170

Memoria sobre el Archivo General de la Nación [Venezuela]
.....JOHN P. HARRISON 171
Primera Reunión Interamericana del Comité de Archivos, 18-25 de Septiembre de 1950.....LEWIS HANKE 172
Inventaire des Archives du Conseil d' État de Régnance [Belgium]....
.....ELIZABETH W. MEADE 173
Directory of Microfilm and Photocopying Services.....
.....BLANCHE P. MCCRUM 174
Union List of Microfilms (Revised).....ROBERT E. BURKE 175
List of File Microcopies of the National Archives.....
.....DONALD C. HOLMES.. 175
Report of the Joint Committee on Historical Manuscripts.... 176
News Notes 181

The Ford Motor Company Archives[1]

By HENRY E. EDMUNDS

Ford Motor Company

THE Ford Motor Company Archives, like a number of other industrial archives, owes its establishment primarily to an anniversary. In 1953, the Ford Motor Company will have completed a half century of automobile manufacture. All anniversaries, whether personal or institutional, seem to provide some compulsion for stock taking and self-examination. In setting out to review its accomplishments of the past fifty years, the Company quickly discovered that its institutional memory was in bits and pieces, physically diffused through hundreds of files, in dozens of locations. This discovery brought into sharp focus the need for an archives department which would bring together at one central point the permanent records of the company and its founder.

Mr. A. K. Mills, director of the Fiftieth Anniversary Plans Office of the company, asked Dr. Robert H. Bahmer of the National Archives to appraise this problem and to provide a formula for its solution. After an extended survey of the records of Henry Ford and the Ford Motor Company, Dr. Bahmer drafted recommendations for a company-wide program. The Bahmer report was accepted in late 1950 and the program launched in February of this year. Whatever good you may find in our program stems largely from Dr. Bahmer's recommendations; as for shortcomings, both real and apparent, they rest squarely with us.

The origin of the Ford Motor Company Archives has in a large measure determined its immediate objectives and charted its short-range program. The task was, and is, to bring into full operation, as quickly as possible, a first-class company archives. Working against a close deadline has meant that we could waste little time in recruiting a staff, equipping and fitting out suitable office and depository space, and devising operational methods before moving to the real job of locating, accessioning, and processing the various records collections. For this reason, our quarters are utilitarian,

[1] Paper read at the annual meeting of the Society of American Archivists held at Annapolis, Maryland, October 16, 1951.

our equipment plain, and our procedures simple. When it came to the selection of a staff, however, we were very deliberate. And the events of the past nine months cause us to feel that we were indeed fortunate in our selections.

I do not mean to give the impression that speed in equipping the archives has provided us with unsatisfactory facilities — quite the contrary. We have, I think, excellent space which meets all of the professional criteria for sound records care. The archives is located in the Ford Engineering Laboratory in Dearborn. There, in a virtually fire-proof building patrolled hourly each day, about 7,500 feet of floor space, entirely isolated from operations in the rest of the building, has been assigned for our use. Of the total space, about half is devoted to records storage and processing, a quarter to office space, and the remainder to the activities of our Oral History Section.

The present records depository is an air-conditioned room accommodating 3,000 feet of steel shelving, of which almost two-thirds are now filled. After less than ten months of operation — I know that you have anticipated the conclusion of this sentence — we are already nearing the limits of our storage capacity. Fortunately, this was foreseen months ago, and our move to permanent quarters is near. Preliminary work has been in progress for some time, and by May of 1952, the archives will have taken up permanent residence in Fair Lane, the Dearborn home of the late Henry Ford.

The decision to make Mr. Ford's residence a lasting home for the Ford archives was most appropriate. The documents containing the story of his life and the growth of the company he founded could find no better repository than the spacious stone house, located within one mile of his birthplace and almost as close to the scene of his industrial triumphs. The physical facilities of the house in which he lived for thirty years are as auspicious as the historical setting is appropriate. It is large, well-constructed, and will lend itself to housing an archival operation with a minimum of radical alteration. It will do all that surroundings could possibly accomplish toward the program's success and usefulness.

And now something of the nature of the holdings of the archives. At the present time, we have accessioned 64 collections, totaling 4,000 feet. These collections have fallen agreeably into two main categories: (1) the records of Henry Ford as an individual, founder, and head of the company; and (2) the records of the company as an industrial corporation.

The first, and certainly the most exciting accession made by the

archives was the papers from Henry Ford's residence, Fair Lane. Here, from desks and bureaus, closets and attics, library shelves and basement storerooms, came over 700 feet of correspondence, periodicals, maps, photographs, blueprints, contracts, and memorabilia. They were the accumulation of an incredibly active life that encompassed over 80 years of a vital period in American history.

The Fair Lane Collection, as we call it, has now gone through its preliminary processing. Chronologically, it antedates Henry Ford's birth in 1863 and ends at the death of Mrs. Henry Ford on September 29, 1950. Subject-wise, it contains heretofore inaccessible material on every one of the myriad interests of Henry and Clara Ford, and includes correspondence from a vast number of people — prominent and otherwise. Add to this the fact that Henry Ford was as indifferent to system in the maintenance of his private papers as he was insistent upon it in the manufacture of automobiles, and you can readily see the scope of the arrangement problem with which we were faced. Final arrangement of the collection will be by subject. A tentative classification scheme has already gone through several revisions.

Traditionally the office of Henry Ford handled both his widespread personal interests and his Ford Motor Company business. The records from his office cover the period from 1900 through 1947. At one point or another, they touch on just about every aspect of life in America during those years. This collection measures something over 1,500 feet.

The official company records having historical or permanent value are being drawn from every department of the company. As industrial archives, these records at first glance may not appear to be unique. They do, however, have a value far beyond the mere recapitulation of the daily events in the life of a corporation. Henry Ford captured public attention wherever there was a road wide enough to allow the passage of a Model T. And with that Model T he revolutionized an industry which has altered America. This is the stuff of history — the vital records of an industry, the documentation of a part of America's industrial greatness. Over a thousand feet of production, legal, audit, public relations, sales advertising, engineering, and executive records have been accessioned in this category. Another thousand feet is marked for early transfer to the archives.

In addition to a purely depository operation, we have undertaken several projects designed to make the documentary holdings more useful. The most important of these are (1) a publications pro-

gram; (2) a comprehensive index to Ford materials; (3) development of a library; and (4) an oral history program.

As part of our publications program, we are currently engaged in (1) the preparation of a bibliography of the writings on and about Henry Ford and the Ford Motor Company; and (2) the first of a series of guides to those records of the company that are sufficiently remote from current operation to permit their use by qualified scholars.

The writings on and about Mr. Ford and the company are, to put it mildly, voluminous. But for Eli Whitney, the name of Henry Ford probably appears more often in American industrial literature than that of any other man. By systematically locating and appraising these published materials, we feel that we are providing both company official and serious scholar with a valuable research tool.

For the first issuance in the guide series we have focused on the Ford aircraft records as something of a pilot project because of the completeness of the records and the fact that they were easily segregated. We have attempted not only to describe the character and scope of the various collections, but also have sought to provide something in the way of an administrative and operational history of the activity with a view to orienting Ford records in relation to developments in the entire aircraft industry. Few people are aware that the Ford Motor Company manufactured an airplane as early as 1908 — just five years after the Wright flight at Kitty Hawk. Fewer still know the story of Ford's pioneering the radio beacon — the first airmail contract — the first regularly scheduled airline operation — the first truly successful passenger plane.

Projected guides to other collections will cover such varied subjects as lumbering and mining, radio development, Ford's railroad operations, rubber development in Brazil, lake shipping, village industries, Muscle Shoals, Henry Ford Hospital, Edison Institute and Greenfield Village, and even the ill-fated "Peace Ship."

In order to bring under some sort of control the tremendous mass of information, both printed and documentary, now in the custody of the archives, we have undertaken the development of something which, for want of a better name, we call an *Index to Source Materials*. The purpose of this device is to provide a guide to materials for research on the Ford Motor Company, Henry and Edsel Ford, and the Ford family. It is also designed to serve as a ready reference facility for certain classes of information on Ford history and operations. We intend the *Index* to embrace all information bearing on the origin and activities of the Ford Motor Company

and its subsidiaries, the Ford family, and whatever general information is significant to the Ford story in its many ramifications. While this has been a most ambitious undertaking, we feel that the usefulness of the final product will more than compensate for the work that must go into it.

During the course of its operations, the Ford archives has gradually acquired a substantial number of publications. For ease of handling, these have been incorporated into a library. Sources of the printed holdings are varied. Many books, periodicals, and ephemera are often found in the records when accessioned. Some have been acquired for their bearing on the Ford family through inscriptions and page annotations. Others have been bought to fulfill the professional needs of the staff and users of the archives. As a result, the Ford Archives Library at present numbers about 9,000 volumes, and forms a very important collection covering subject areas that parallel those of the documents in the archives.

Finally, the Ford Motor Company Archives, in pursuing a completely functional theme, has incorporated into its operation an oral history project. By so doing, we have gone somewhat beyond the traditional archival concept of care and oversight of records, and are in fact engaged in manufacturing archives.

Oral history, or perhaps more accurately, tape-recorded history, is aimed at increasing the quantity and quality of historical sources by preserving information found only in human memory. Both management and scholar have, times without number, been frustrated by scarcity of documentation and have been forced to draw conclusions or make decisions based on fragmentary information. The Oral History Section has been instituted as an organizational unit of the Ford archives to eliminate this tragic "blank spot."

Specifically applied to Henry Ford and the Ford Motor Company, the operation of the Oral History Section is designated to preserve permanently the memoirs of those who participated in the development of the company. Many of these men, while realizing the historical importance of the events in which they played a part, lack the time, energy, or the necessary direction to transfer their experiences from memory to a permanent record. The oral history operation has met these needs with a program that provides a quick, easy method of recording memoirs. Interviewers trained at the Columbia University Oral History Project, using tape recorders, seek out those individuals whose achievements have contributed to the growth of the company, and in a series of guided interviews, record their recollections of people, places, and events significant in com-

pany history. The typewritten transcript of these interviews, corrected and edited by the interviewee will, we think, provide a rich source of information for anyone interested in the dramatic story of the industrial development of America in the twentieth century.

Our first recording, appropriately enough, was with a childhood friend of Henry Ford, who described the boyhood days shared with him at the Scotch Settlement School. From this almost symbolic beginning, the recording program has progressed until now we have completed recorded interviews with 131 persons. Two hundred fourteen interviews with these individuals has given us some 270 hours of tape recordings, of which 230 have been transcribed into something over 7,000 pages of manuscript. As nearly as we can now judge, four to five hundred individuals will be interviewed before the undertaking can be considered complete.

In this initial report to the profession, I have confined myself to one aspect of a larger question. The records problems of the Ford Motor Company, while enormous, are equalled by the opportunity for solution. Under the guidance of an extremely knowledgeable and sympathetic management, we hope to provide an archival establishment that will be a credit to the company and to the philosophy and techniques of American archivists.

I should not want to give the impression that we have quickly met and neatly solved all problems in ten months of carrying out the program I have just discussed. By ignoring such key questions as records scheduling and records center operations, I have not intended to imply that they are unimportant or unrelated to what we have been doing at the archives to date. Quite the contrary; they are as much a part of the whole scheme of what we have come to call a complete records program as anything I have described. And it is satisfying to report that the company does indeed envisage just such a complete records program. Much preparatory work has already been done by many people in several departments toward that end. The several interested departments are largely agreed in principle on ways and means. Moreover, they are agreed that the various components of the problem are related, calling for a unified and integrated program if each is to be satisfactorily handled. Some time will naturally be required before the full operation, as it will finally take shape, is under way. But the challenge is there, and the work is in process.

Subject File Manuals: The Why and How of Their Development

By TERRY BEACH

Records Management Division
National Archives and Records Service

YOU ask for a file, and get it within a brief period of time. It is complete, your business is transacted, and a glow of satisfaction and achievement envelopes you. You may even become faintly aware that your records service is pretty doggone good — although the odds are against your doing so.

Across the street from you, in the Spixby Specialty Services, Inc., your counterpart likewise asks for a file. But he does *not* get it within a reasonable time; when it does arrive he finds it incomplete, and sulphurous frustration pervades the premises.

The professional archivist, eager and ready to exercise his special talents on a promising collection of records, may find them so admirably arranged that he can, without undue delay, proceed joyfully with the application of his skills. On the other hand, he may find the records in such frowzy disorder that he must engage in an overhaul job before he can perform his archival wizardry.

The researcher, intent on extracting precious nuggets of information from one group of historical records, may find his chore delightfully swift and wholly satisfying, thanks to the logical pattern and completeness of those records. In turning to another group of records, he may find that the data he seeks are as elusive and hard to grasp securely as that blonde he once knew in Wichita.

Why these differences? Why is records reference excellent in one place, fair in another, poor in still another? Of course there may be other factors, but certainly one of the most common reasons is a faulty manual for controlling the classification and filing of records. Few executives realize the importance of such manuals and the influence they have on the quality of records organization, maintenance, and service. Few persons understand how such manuals govern the physical arrangement of records, determine where and how every document is to be filed, and control the major functions of records rooms.

Perhaps stranger still, few people know how to compile these

manuals or appreciate the need for careful development and prior testing of them. This may account for the regrettably small number of good manuals in existence. Since not just anybody can develop such manuals, who should be given the assignment? Let's eliminate some possibilities.

Probably the worst possible step is to appoint a committee, comprised of representatives from various parts of the organization. Theoretically this isn't a bad idea; democracy in action, qualified opinion from program areas, and thorough coverage of subjects, BUT — it somehow just doesn't work! The committee technique is a cumbersome device; committee members stoutly and naturally maintain that the needs of their own office positively are unique and above all others deserving of excepted treatment; personal prejudices as to systems are fiercely defended; and substantial agreement is extremely difficult to achieve. This inability to be objective, plus the demands on committee members by other, more glamorous pursuits, causes the project to drag on interminably and often to end in stalemate.

Should the supervisor of the central records room be given the assignment? Maybe, if he possesses a rather unusual combination of virtues. But he may lack the capacity to see the needs of the rest of the organization; to be sufficiently objective as to the potential effect on his own records room; to be able to devote time to the project without feeling that his regular work is made to suffer.

How about a management analyst? Again — maybe. Certainly he possesses the necessary analytical and organizational ability. If he has had previous experience in records systems and the special problems which records-keeping presents, well and good. But not all management analysts have this knowledge; without it, their approach to the assignment is, of necessity, along theoretical lines.

Who, then? The best choice is a person with experience in records matters, plus at least some management analyst experience, plus personality traits which ensure his getting along with difficult characters in the artful game of reconciling divergent points of view without sacrificing essentials.

No magic formula exists that will produce sound classification and filing manuals in a jiffy. It simply can't be done. Granted, a manual for the records of a non-technical organization should be more rapidly developed than one for a technical organization. The number and competency of analysts assigned to the task will affect the rate of development, as will the attitude of offices with which they must collaborate. Clearance may be prompt or slow. Aside

from these variables, however, there are constants in the form of certain fundamental steps which must be taken, a number of basic principles which must be adhered to under any circumstances, if the manual is to be a satisfactory product.

Let's assume that *you* have been given the job of developing the classification and filing manual for your company or agency; a manual to cover all records, wherever located. We'll also assume that your organization is fairly large and perhaps even has field offices. Finally, we will assume that topside has been thoughtful enough to issue a directive, thoroughly distributed throughout the organization, announcing the project, requesting full cooperation, and naming you as coordinator. You are now ready to begin. Or are you? Let's examine YOUR ATTITUDE:

1. Are you aware that the development of a manual for the classification and filing of records is a tricky business; one not to be entered on lightly?

2. Do you realize that there are pitfalls which can be avoided only through the exercise of the finest analytical and organizational ability you possess?

3. Do you realize that a soundly-constructed manual CAN be the parent of some pretty attractive offspring?

   a. Current records will be well organized and serviceable;
   b. Noncurrent records, when retired for preservation, will fit together with similar records from other parts of the organization;
   c. Instructions to dispose of certain types of useless records can be readily developed and complied with, organization-wide;
   d. Research can be facilitated;
   e. Economies can be effected, since the standard manual will permit the mass purchasing of uniform filing equipment and supplies;
   f. Personnel transferring from one office to another will not require retraining in a different system;
   g. Closer coordination with the correspondence, forms, and reports control programs will be possible; and
   h. Mail routing guides can be developed therefrom.

4. Are you keeping in mind that the manual will be used by small as well as large file groups; by central office and field offices; by persons of various abilities, experience, and interests?

5. Are you determined at the outset that you will not try to "go

it" alone; that you will enlist the participation of many qualified individuals?

6. Are you determined to spend sufficient time in gathering information, analyzing, trying, testing, and polishing it? Are you equally determined to call a halt to all this when you feel that further delay is not justified, knowing that this polishing process can go on indefinitely? Do you realize that this will take decisiveness, but will guarantee that your manual never will be one of those elusive phantoms which are always in process but never in use?

You ARE aware of all these things? Fine. Let us proceed. The following suggestions may be helpful. They may, of course, require modification and adaptation to fit the particular circumstances of your organization:

1. Collection Of Information For Study. Three kinds of material should be assembled for research purposes. They are:

a. Organizational and functional charts, policy and procedural manuals, progress reports, budget presentations, and literature describing the purpose and functions of the organization. If a Federal or State agency is involved, a copy of the act establishing it and all subsequent legislation affecting it should be included.
b. Classification and filing manuals of other organizations (and of your own organization, if any).
c. Lists of suggested subjects, drawn up by all offices of the organization; central office and field.

2. Requesting Lists Of Suggested Subjects. This can be done through a carefully-worded letter or memorandum that —

a. Has a tone of soliciting cooperative assistance; joint participation; i.e., the teamwork concept;
b. Makes clear what is wanted and why it is being asked for;
c. Suggests the type of personnel usually best qualified to prepare such a list (this may forestall the assignment being given to unqualified, uninterested individuals);
d. Sets reasonable deadline for submission of list;
e. Asks only for a *list of suggested subjects* and avoids any mention of a *filing system* (thus avoiding premature involvement with a controversial topic); and
f. Is signed by and sent to a top official.

A sample letter of this kind appears on the following page.

COLONIAL MERCHANDISING COMPANY
NEW YORK 12, NEW YORK

March 29, 1951

Oscar Cole, Manager
Chicago Regional Office
13 Lakeview Drive
Chicago 13, Illinois

Subject: Development of Subject Categories for Filing of Correspondence and other Papers

Dear Mr. Cole:

The diversified activities of our Company are resulting in the creation of correspondence and other papers for which no adequate file subject categories exist. This absence of adequate subject categories makes the organizing and filing of these papers extremely difficult, and our offices are being forced to resort to a great deal of improvision.

This situation is understandable, of course, in view of the fact that our Company was but recently established. However, improvisation and sheer inventiveness cannot be depended on to solve this problem. Rather, there is urgent need for the coordinated development of subject categories specially designed to meet the specific filing requirements of the Company. It is highly desirable that this be accomplished through participation on the part of all offices. They should make known their needs and contribute suggestions.

It will be appreciated, if you will request all offices under your jurisdiction to participate in this project by submitting a list of primary, secondary, etc. subjects needed for the proper arranging and filing of their papers.

In presenting your request, these points should be emphasized:

a. Personnel designated for this assignment preferably should be files supervisors, well acquainted with the subject requirements of the local files.

b. The lists should be forwarded to this office no later than April 24, 1951.

c. When all lists and suggestions have been analyzed, a tentative outline will be developed. This will be distributed to all offices for critical appraisal.

Very truly yours,

CHARLES E. WEBB
General Manager

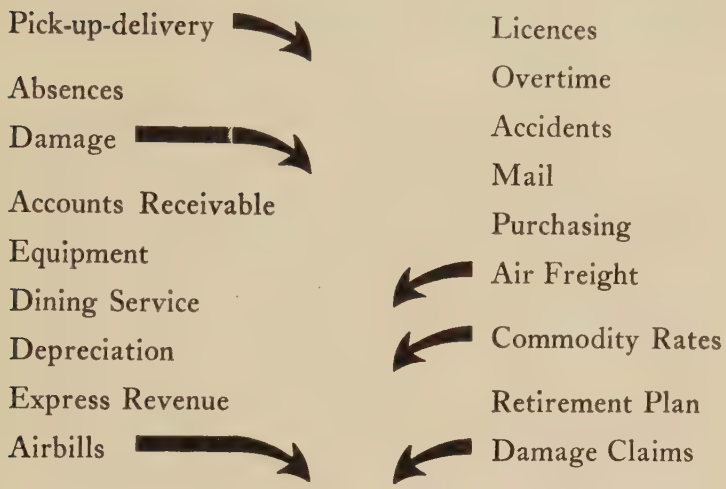
3. Things To Do While Awaiting Lists. It can be expected that the two weeks or more allowed for preparation of the lists of subjects will be used by most offices. During this waiting period, the following valuable preparatory work can be accomplished:

a. Study the organizational charts, budget presentations, and other background material described above. Really digest it — don't skim over it superficially.
b. Satisfy yourself on unclear points by visiting officials who can clarify.
c. Study the terminology and structure of other classification and filing manuals — especially those of organizations comparable to your own — taking the precaution to see if they are operating successfully, before becoming enamoured with any features of them.
d. While engaged in this research, jot down a list of broad subject categories into which the activities of your organization seem to fall. This will give you a feel of the subject matter and provide a tentative outline that will help you later as you sort and organize the many suggested subjects submitted. You will be surprised how applicable many of these preliminary subject categories prove to be as the manual progresses.
e. When you have completed preparation of such a list you will undoubtedly find that a number of the subjects are closely related. Rearrange the list so as to bring together these rerated subjects. It will then be seen that some of them are major subjects and others are minor subjects. This process is illustrated on the following page.

4. Sorting And Organizing Suggested Subjects. When all lists of suggested subjects are in, all the raw material needed to draft the manual will be on hand. But the problem of analyzing the mass of suggested subjects will appear overwhelming. Their sheer volume, the diverse terms used, the lack of consistency between lists — all will indicate the need for breaking this tremendous problem down into digestible bits. Here is a simple method:

a. Obtain a supply of 3″ x 5″ paper slips or cards. For each subject submitted, prepare a slip on which is shown (1) the subject; (2) the more broad subject under which it was listed, if any; and (3) the office or city that submitted the list (the latter information will prove useful later, should it be necessary to refer to the original list for any purpose). Prepare one of these slips for *every* subject submitted, regardless of

BRINGING TOGETHER OF RELATED SUBJECTS WHICH APPEAR IN ROUGH LIST



AIR FREIGHT

Airbills
Commodity Rates
Damage
  Claims
Pick-up-delivery

whether or not you feel the subject is good or bad (at this early stage, you are not adequately qualified to judge). If abbreviations are used, longhand will do.

b. After all slips have been prepared, sort them into groups according to broad subject categories you feel are suitable. Do *not* eliminate duplicates, since these will be an indication that a given subject is needed.

c. This rough sorting may be made in a 3″ x 5″ card file box or drawer, with the broad subject categories shown on left position guide cards.

An illustration of these steps appears as Exhibit 1.

5. Analyzing Suggested Subjects

a. If a *large* number of slips are present under any of the broad subject categories, this usually is a dependable sign that the subject is too broad. In such cases, sort the group of slips into several broad subject categories, each of which is somewhat more specific than the original one. Add new left-position guide cards for these. For example, let us suppose that one of your original broad subject categories is "Research." The large quantity of slips back of the "Research" guide card shows that the subject is too broad. You then re-sort the slips into broad *kinds* of research, and place these slips behind new guide cards, bearing those titles (e.g., "Medical Research," "Industrial Research," etc.).

b. If very *few* slips are present under any of the broad subject categories, this may be a sign that the subject is not justified, and that the slips should be combined with others under another broad subject category. Let's suppose that among your original broad subject categories were "Civilian Personnel," "Military Personnel," and "Contractor Personnel." The small quantity of slips back of these guide cards, plus the similarity of subjects among the three groups of slips, showed that consolidation was advisable under a more broad subject category, i.e., "Personnel." If the few slips represent a subject that is unique and distinctly different from all others, however, so that it cannot be logically combined with other subjects, the major subject is justified regardless of the volume factor.

c. Exercise great care in the determination of all primary subjects; any real mistake here will prove a severe handicap later, when the manual is placed in use. These primary subjects need not be and usually should not be the same as the titles of of-

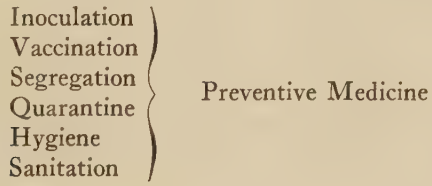
fices. They may, by chance, be the same, but this usually is coincidental. If classification and filing manuals are developed along organizational lines so that the primary subjcts are the same as the names of offices, there is a strong likelihood that the offices will feel that parts of the manual are for their exclusive use. It will also be found that such titles usually are too broad.

Keep primary subjects short, if possible, yet do not sacrifice clarity for the sake of brevity; they should be sufficiently clear and definitive. In this connection, avoid use of such nebulous terms as "GENERAL" and "ADMINISTRATION."

Above all, be sure that the term selected as a primary subject is neither too broad nor too narrow in meaning. If too broad, it may become a "catch-all," and even partly overlap other primary subjects. Too broad subjects are not sufficiently exclusive of one another, so that there is more than one pigeonhole for the same type materials. If too narrow, it may be difficult to apply it to subjects which are but slightly different; it will not be inclusive enough to cover all the things it should.

d. When it appears that a sufficient number of primary subjects, well-chosen, are provided, turn attention to subdividing the groups of slips into secondary and tertiary breakdowns. Here considerable discretion must be used, since the suggested subjects often contradict one another as to their relative importance and position. For example, your Chicago office may suggest that the subject "Withholding Taxes" be a breakdown under "Payrolls and Salaries." Your New York office may suggest that "Withholding Taxes" be a breakdown under "Taxation." Your Dallas office may not even mention the subject so specifically and merely suggest use of the subject "Deductions."

Here, too, apply the rule that the terms selected as secondary and tertiary subjects should be neither too broad nor too narrow. If two or more slips contain subjects which are almost but not quite identical, either select a term that embraces all of them, such as —



or provide combination titles, such as —

Training Indoctrination Instruction Education Orientation	Education & Training

This technique prevents the establishment of subjects which are not sufficiently exclusive of one another to be useful as secondary subjects and yet provides a place where they may be added as tertiary breakdowns when needed.

e. As secondary subjects are determined, add guide cards in the second position, placing the appropriate slips back of them; as tertiary subjects are determined, add guide cards in the third position, placing the appropriate slips back of them.

6. Special Problems To Be Met. Somewhere in this early phase of manual development you will find yourself forced to make certain decisions, some bordering on the arbitrary, regarding a few subjects which are both important and needful of special consideration. No hard and fast rules can be cited here to aid you in making your decisions, because local circumstances and special factors must be considered. Some general observations are possible, however, and they are given along with a few of the subjects which most commonly present problems:

Reports. — It may be workable to provide a primary subject "Reports," if there are a number of reports to be filed which are very comprehensive. Normally, it is better to provide a "Reports" secondary subject under all the primary subjects, with the modification that reports on specific subjects should be filed under that subject.

Organization, Management, Methods and Procedures. — These usually do not fit happily anywhere except in a special category set up for them. They seem to be most useful if incorporated under some such primary subject as "Organization & Management," "Organization & Procedure," or some similar designation.

Policy and Planning. — Most records clerks will tell you that there are documents which clearly fall under a certain primary classification, but beyond that point are sufficiently general to make it impossible to classify them under any of the secondary or tertiary breakdowns. Typical and important among these are statements of broad policy which are couched in sweeping, general language. A solution of a sort is to provide a "policy" or "policies and

plans" secondary subject under all primary subjects. The danger, of course, is that it may become a "catch-all." It should include a notation to the effect that it is to be used only for non-routine documents which cannot be classified more specifically. While by no means a completely effective means for separating policy from routine material, it is a contribution to this end.

Public Relations, Information and Publications. — At times, these will seem to be hopelessly intertwined. In some organizations, printing and duplicating activities have little or no connection with the development and reproduction of publications for informational, public-relations use. Under such circumstances separate primaries may be established for those functions. In other organizations, the reverse situation exists, and it may then be practicable to establish a primary subject embracing more than one of these functions.

Committees and Boards, Meetings and Conferences. — Here again, the way a given organization operates will determine whether or not these should be combined. In some organizations, for example, regular staff meetings are regarded as a management device; thus documents concerning them should be classified, let us say, under "ORGANIZATION & MANAGEMENT," whereas committee meeting documents are classified under "COMMITTEES & BOARDS." In most respects, these subjects resemble the subject "REPORTS" and the same optional methods of providing for them exist.

7. PREPARING FIRST DRAFT OF MANUAL. This is largely a mechanical matter of typing from the file of 3″ x 5″ slips or cards which, by this stage, are arranged into the primary, secondary, and tertiary subjects you feel are proper for testing purposes. In doing this, a few things to keep in mind are:

a. *Sequence of primary subjects.* — Decide on the sequence in which primary subjects will appear in the manual. Several alternatives will present themselves: (1) the primary subjects may be all placed in straight alphabetical order; (2) they may be broadly divided into housekeeping and program groupings, each of which may be alphabetized; or (3) those most closely related may be grouped, without regard for the alphabet.

b. *Indentation.* — Indent secondary and tertiary subjects sufficiently to indicate clearly their relative position.

c. *Names and titles.* — Do not include names or titles of specific persons, places, or organizations, unless there is almost no chance of change.

d. *File designations.* — Do not show any file numbers or other coding. At this formative phase, you should continue to con-

centrate on the development of subjects. File numbers or other codes can be introduced in the final draft, when you are satisfied that the subject outline is the best you can arrive at and the period of rearranging, adding, and deleting subjects is ended.

e. *Index.* — Do not attempt to prepare an index. This is a time-consuming task; most of it will quickly become obsolete if done at this stage, because of the rearranging, adding, and deleting of subjects yet to occur.

8. Evaluating First Draft Of Manual. Use personal visitation and discussion as much as possible in checking the first draft. Review it, page by page, with program and staff personnel best qualified to advise you. Be sure, in doing so, to obtain the suggestions and opinions of records personnel in the various offices you visit; their help will be vital. Thus you will be supplied with the judgment of individuals at a variety of organizational locations and with varying points of view.

Reconcile, as far as possible, conflicting or widely divergent viewpoints. Here the art of give and take, and skillful presentation and persuasion come into play. Make compromises, if necessary, on other than fundamental principles. Keep in mind that success or failure in the ultimate application of the manual will be determined in part by the interest and enthusiasm (or lack of it) of the very people with whom you are checking the draft. If they feel they have been allowed to contribute to the manual, they will be more inclined to see that it works!

As far as possible, keep this phase of clearance out of the correspondence field. The personal touch will be of inestimable value, in that selling is easier, confidence in you and your product is founded, and you can make on-the-spot verification of any questionable features of the manual draft.

9. Preparing Semifinal Draft Of Manual. It will be found that checking of the first draft revealed some errors of construction and terminology. These should be corrected as the semifinal draft is prepared. It also may be true that additional subjects have come into being since the lists of suggested subjects were submitted. These should be fitted into their proper places. In addition, the following steps should be taken:

a. *Subjects not immediately needed.* — Make provision for subjects which are not immediately needed, but which soon may be. It sometimes happens that organizations are about to

inaugurate a new program or major project (or plans for such are well advanced) at the time the classification and filing manual is being developed. Provide at least a primary subject; secondary subjects, if they can be forecast with reasonable accuracy.

b. *Terminology.* — Reduce technical terms to layman's language, as far as is practicable. Review terms to make certain that they conform to the lingo of the organization; e.g., if pay is called "wages," don't call it "salaries."

c. *Introduction.* — Add an introduction to the manual that includes an inspirational challenge to records personnel; emphasis of the records clerks' general responsibilities; emphasis of the program and staff offices' responsibilities; purpose of the manual and its general character.

d. *Instructions.* — Add instructions regarding application of the manual; principles involved in determining subjects under which papers should be filed (i.e., how to classify); policy regarding additions to and modifications of the manual; principles of cross-referencing and indexing; and examples illustrating these procedures.

e. *Explanatory notations.* — Add an explanatory notation at the top of each page on which a primary subject appears, (1) explaining briefly the kinds of record material the primary subject and its breakdowns are intended to cover;(2) emphasizing case filing, if practicable; (3) presenting any optional methods of applying the subject outline; and (4) specifying any subjects which normally one would expect to be included under the primary subject involved but which are located elsewhere in the manual for special reasons. To illustrate the latter point: The subject "procurement" naturally falls under a primary called "equipment and supplies." However, the procurement activities of some organizations are so diversified and great that this must be reflected in the structure of the classification and filing manual. Hence, "procurement" is pulled out from under "equipment and supplies" and established as a primary subject itself. When this occurs, the explanatory notation preceding the "equipment and supplies" subject should call attention to the fact that "procurement" is located elsewhere in the manual. Several examples of such explanatory notations are given in Exhibit 2.

Add parenthetical notations, where helpful, immediately after secondary and tertiary subjects to clarify their mean-

ing and suggest alternate application. Such notations are particularly needed for subjects like "vouchers," "contracts," "leases," and "passports," where the records involved usually accumulate so rapidly that volume justifies placing them apart from other records. These subjects usually cover both general and specific documents. It is necessary, therefore, to add a notation to such subjects, making it clear that the file designation shown should be used for general correspondence and that vouchers may be filed by name of claimant, contracts by contract number or contractor's name, leases by location of property, etc., apart from the general correspondence.

f. *File Designations.* — Avoid showing any file numbers or other coding (for the same reason given in 7 d). Do not attempt to prepare an index (for the same reason given in 7 e).

10. Testing Semifinal Draft Of Manual. Your fledgling is now ready to test its wings. This may be done by transmitting copies of the semifinal draft to field offices and the central office for an adequate period of testing. Be sure to provide enough copies so that all offices can perform this testing simultaneously. This does not mean that any change of file system should be attempted or even that papers need be marked according to the subject classifications shown in the semifinal draft. The draft can be sufficiently tested simply by seeing if it contains subjects which cover actual correspondence and other record material being received daily. In this connection, the transmittal is important, in that it should explain just what to do. An example of such a letter follows.

BULLWINKLE PRODUCTS, INC.
Chicago 77, Illinois

March 29, 1951

Mr. John F. Wilson
Southeast Zone Director
800 Dole Avenue
Birmingham, Alabama

Dear Sir:

As a result of the excellent suggestions submitted by your office and those of our other Zone Directors, a semifinal draft of the "Bullwinkle Products Inc. Standard Subject File Manual" has been developed. It represents the combined thinking of all offices, both headquarters and field. To ensure

that the final draft will provide a sufficiently complete and properly organized coverage of subjects, the enclosed draft is submitted for examination and testing.

For a period of two weeks this draft should be checked against correspondence and other documents received and placed in the present files, to see if the necessary subjects have been provided. If it is felt that the amount of documents to be received during the two-week period will not be large or varied enough adequately to try out each chapter of the manual, it is suggested that accumulated "reading" (chronological) files or other papers already filed be used for the purpose. At the conclusion of this test, suggestions regarding further improvements and additions should be submitted to this office. In so doing, it should be kept in mind that the manual is intended to be a "basic" manual, i.e., a framework of standard subjects into which local offices can fit detailed subjects pertaining to their activities.

Very truly yours,

WARREN O. BLAND
Executive Vice President

11. PREPARING FINAL DRAFT. It should be expected that the period of testing by all offices will reveal need for some polishing. Normally, this should not involve major changes, and the minor modifications needed may be made readily. At this point, shift into high gear. Make every effort to whip the manual into final form as quickly as possible. Resist the natural urge to linger lovingly over your product; to refine and polish, refine and polish! Here are the necessary things to do:

a. *Identical and similar subjects.* — Adjust the relative position of identical and similar subjects, wherever they may appear. This needs explaining. Look for terms which appear in more than one location in the manual and so place them that they will be given similar file numbers or other codes. This should be done both as to secondary or tertiary subjects which appear under several primary subjects and those which are under a single primary subject. Exhibits 3 and 4 are examples of this important step that reduces the variety of file numbers or other codes which classifiers must use.
b. *File designations.* — Add file numbers or other codes. These should be vertically arranged without zig-zagging down the page, and sufficiently close to the subjects to permit ease of reference.
c. *Index.* — Prepare and add index. It should be comprised of (1) all the terms used for primary, secondary, and tertiary

subjects in the final draft of the manual, synonyms and other terms you anticipate might be referred to; and (2) their file designations. It may be developed by writing or typing this information on 3″ x 5″ slips or cards, which should then be alphabetized and used as copy for typing the index. An illustration of this step is shown in Exhibit 5. A sample of a common type of index appears below. Note the relatively narrow spread between the left and right columns, and the explanatory heading.

ILLUSTRATION OF RELATIVE INDEX

Note: The symbol (G) denotes that the categories are general and should not be used for material which may be coded under a more specific category. The word "See" indicates that the categories are further subdivided. In such cases, the categories shown should be consulted to obtain appropriate code.

REFERENCE		*CATEGORY*
Accounting	See	ACCOUNTING
Annual Leave		PERSONNEL 3-1
Audits		ACCOUNTING 2
Conferences	(G)	MEETINGS
Property	See	PROPERTY
Procurement of		PROCUREMENT 4
Receipts		ACCOUNTING 7
Records	See	COMMUN. & RECORDS
Retirement of		C & R 6-1
Property		PROPERTY 8

d. *Statement of policy.* — Add a policy statement to the effect that the manual is the official system for the classification and filing of the records of the organization. This should be signed by a top official (preferably THE top official) and appear at the beginning of the manual.

e. *Credits.* — Add a credit line, making certain that field and central offices' collaboration is recognized.

f. *Date.* — Add date (month and year).

g. *Graphics.* — Add graphic touches. Small cut-outs or original art work will add greatly to the appearance and reader interest of the manual. The cover, particularly, should be interesting and in good taste.

h. *Divider sheets.* — Provide for divider sheets with tabs on which appear the primary subjects and other major divisions of the manual. These can be obtained with lamination and,

while increasing the cost of the manual, will add greatly to its reference facility and appearance.

i. *Provision for changes.* — Provide for loose-leaf, replaceable pages, prepunched and with printed matter located well away from the punched side.

j. *Typography.* — Provide for the proper sizes and kinds of type. At least provide for a marked difference in the type selected for primary, secondary, and tertiary subjects; the secondary type being reduced in size and weight from that used for the primary; the tertiary type being reduced in size and weight from that used for the secondary.

k. *Reproduction.* — Select a method of reproduction that will provide a clean-cut, permanent appearance.

l. *General presentation.* — In general, do a dressy job — employ the art of packaging! The time and care devoted by you and many others in compiling the manual, its importance in its relation to the official records of the organization, and other reasons are ample to forbid its appearing in orphan's apparel — shabbily and scantily clad!

12. Formal Clearances. Avoid them, if at all possible! This doesn't mean that your manual should acquire the always unsatisfactory status of an unofficial publication, one merely "suggested" for use. Not at all. On the contrary, it should be blessed with the full and stated authority of the highest source of your organization (see 11 d, above). But keep in mind your delegation of authority to develop the manual; the thoroughness and care of its compilation; and the number of qualified, representative persons at many levels who collaborated with you in the task. It seems rather pointless, then, to delay the debut of your much-needed product by stuffy adherence to protocol. If you just can't wriggle out of submitting to some sort of formal clearances, insist on a statute of limitations for the clearance period. Remember — many a sound publication has, like Little Eva, found itself leaping dizzily from one clearance ice floe to another; and with the hazards of the hounds, frostbite, and sudden, icy death ever-present possibilities!

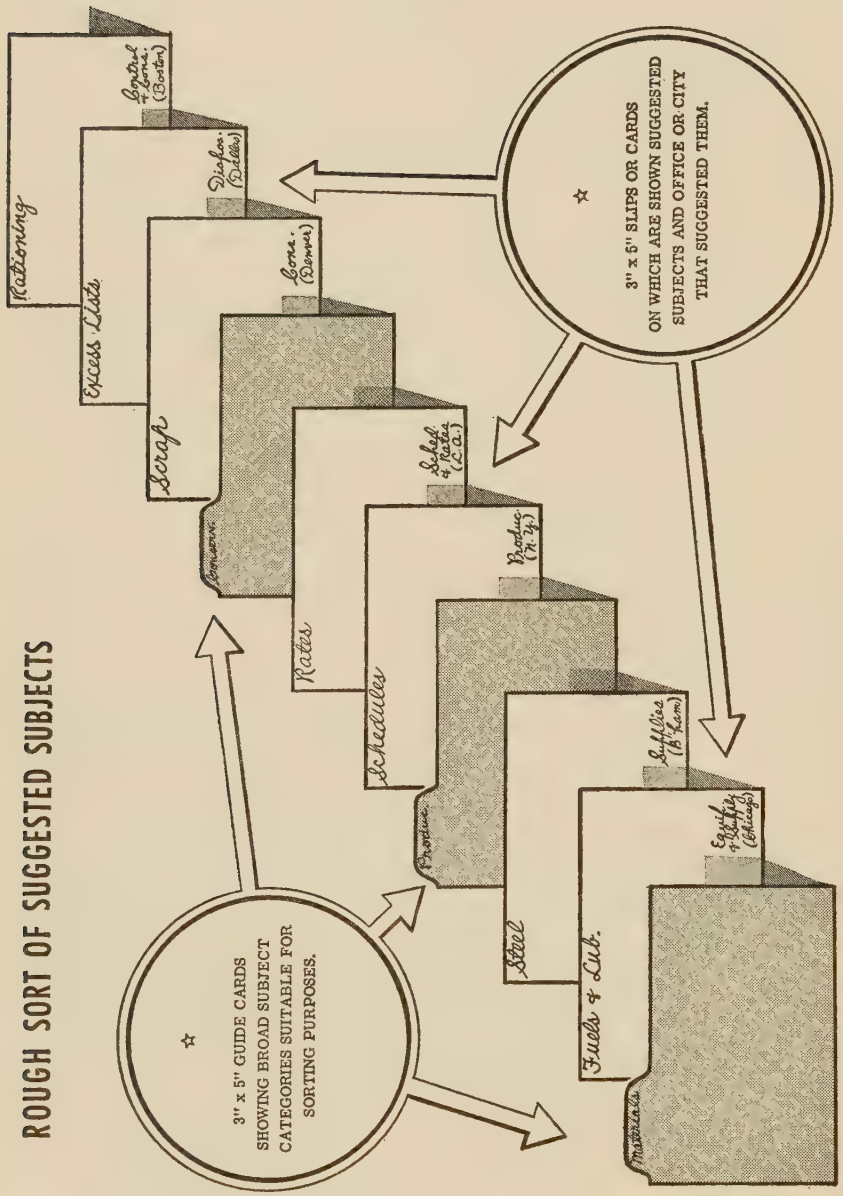

ROUGH SORT OF SUGGESTED SUBJECTS
3" x 5" GUIDE CARDS SHOWING BROAD SUBJECT CATEGORIES SUITABLE FOR SORTING PURPOSES.
3" x 5" SLIPS OR CARDS ON WHICH ARE SHOWN SUGGESTED SUBJECTS AND OFFICE OR CITY THAT SUGGESTED THEM.
Rationing
Excess Lists
Scrap
Rates
Schedules
Steel
Fuels & Lub.
Materials
Gen. (Boston)
Dispos. (Dallas)
Gen. (Denver)
Relief & Rehab. (C.O.)
Produc. (N.Y.)
Produc.
Buffalo (Buffalo)
Equip. & Parts (Chicago)

EXHIBIT 1

SAMPLES OF EXPLANATORY NOTATIONS
WHICH PRECEDE PRIMARY SUBJECTS

Use this subject and its subdivisions for records regarding the travel of employees or other personnel on official business, including policies, procedures and regulations. CASE FILES by name of traveler may be established as required. If such files are established, disregard the subdivisions shown below and show the traveler's name as part of the file designation, thus: TRAVEL
(Donaldson, F.X.)

TRAVEL

Air

Rail

Use the outline below for material regarding procurement, use, management and disposal of equipment, supplies and materials except as follows:

See "BUILDINGS & GROUNDS" for subjects regarding the acquisition, management, disposition, etc. of buildings and grounds.

See "VEHICLES" for all matters pertaining to vehicles.

See "FORMS" for subjects pertaining to the design, procurement, supply, etc. of forms.

Optional methods of filing purchase orders, requisitions, bids, specifications, property inventories, etc. are permissible.

EQUIPMENT & SUPPLIES

Procurement

Maintenance

EXHIBIT 2

ADJUSTMENT OF RELATIVE POSITION OF SIMILAR SUBJECTS WHICH APPEAR UNDER DIFFERENT PRIMARY SUBJECTS -

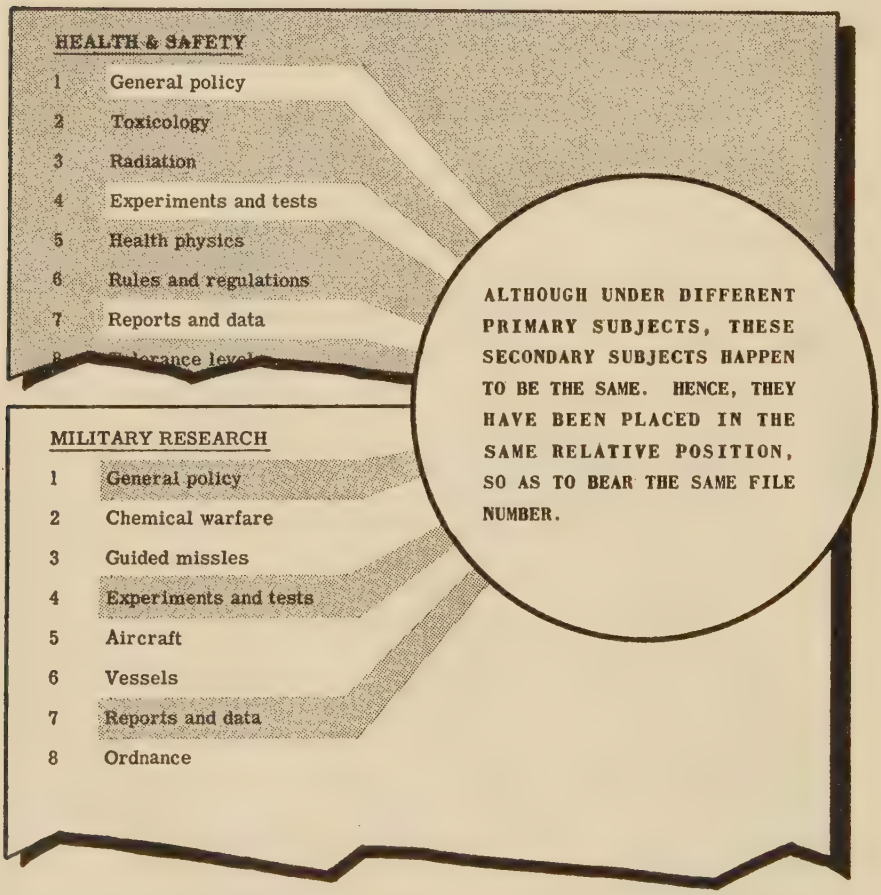

HEALTH & SAFETY
1 General policy
2 Toxicology
3 Radiation
4 Experiments and tests
5 Health physics
6 Rules and regulations
7 Reports and data
MILITARY RESEARCH
1 General policy
2 Chemical warfare
3 Guided missles
4 Experiments and tests
5 Aircraft
6 Vessels
7 Reports and data
8 Ordnance
ALTHOUGH UNDER DIFFERENT PRIMARY SUBJECTS, THESE SECONDARY SUBJECTS HAPPEN TO BE THE SAME. HENCE, THEY HAVE BEEN PLACED IN THE SAME RELATIVE POSITION, SO AS TO BEAR THE SAME FILE NUMBER.

EXHIBIT 3

ADJUSTMENT OF RELATIVE POSITION OF SIMILAR SUBJECTS WHICH APPEAR UNDER THE SAME PRIMARY SUBJECT -

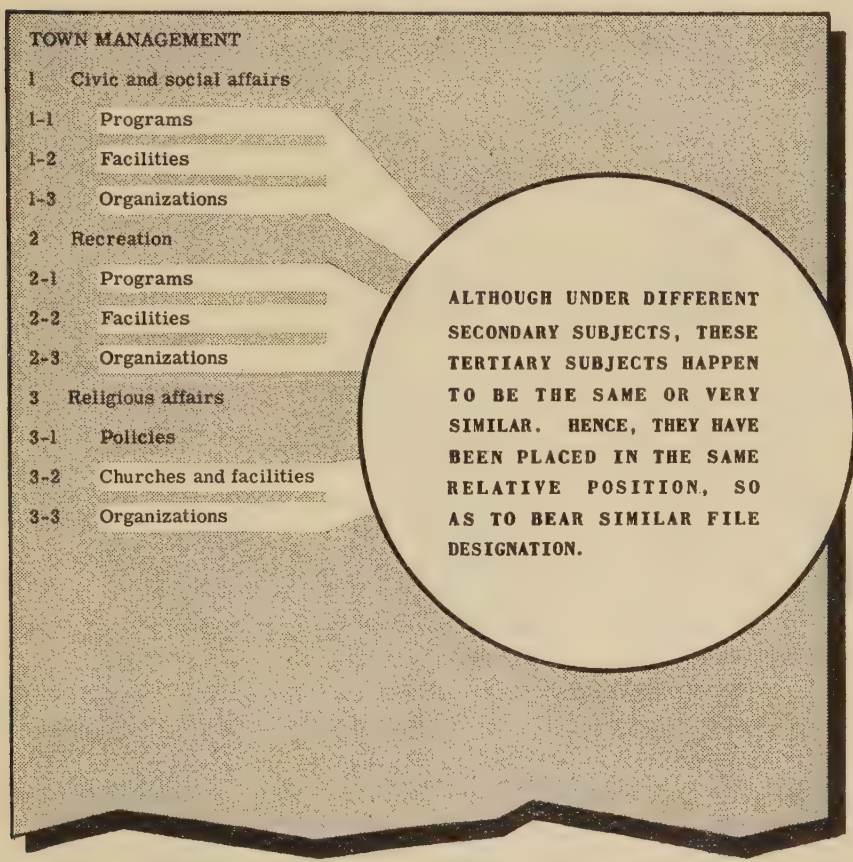

TOWN MANAGEMENT
1 Civic and social affairs
1-1 Programs
1-2 Facilities
1-3 Organizations
2 Recreation
2-1 Programs
2-2 Facilities
2-3 Organizations
3 Religious affairs
3-1 Policies
3-2 Churches and facilities
3-3 Organizations
ALTHOUGH UNDER DIFFERENT SECONDARY SUBJECTS, THESE TERTIARY SUBJECTS HAPPEN TO BE THE SAME OR VERY SIMILAR. HENCE, THEY HAVE BEEN PLACED IN THE SAME RELATIVE POSITION, SO AS TO BEAR SIMILAR FILE DESIGNATION.

EXHIBIT 4

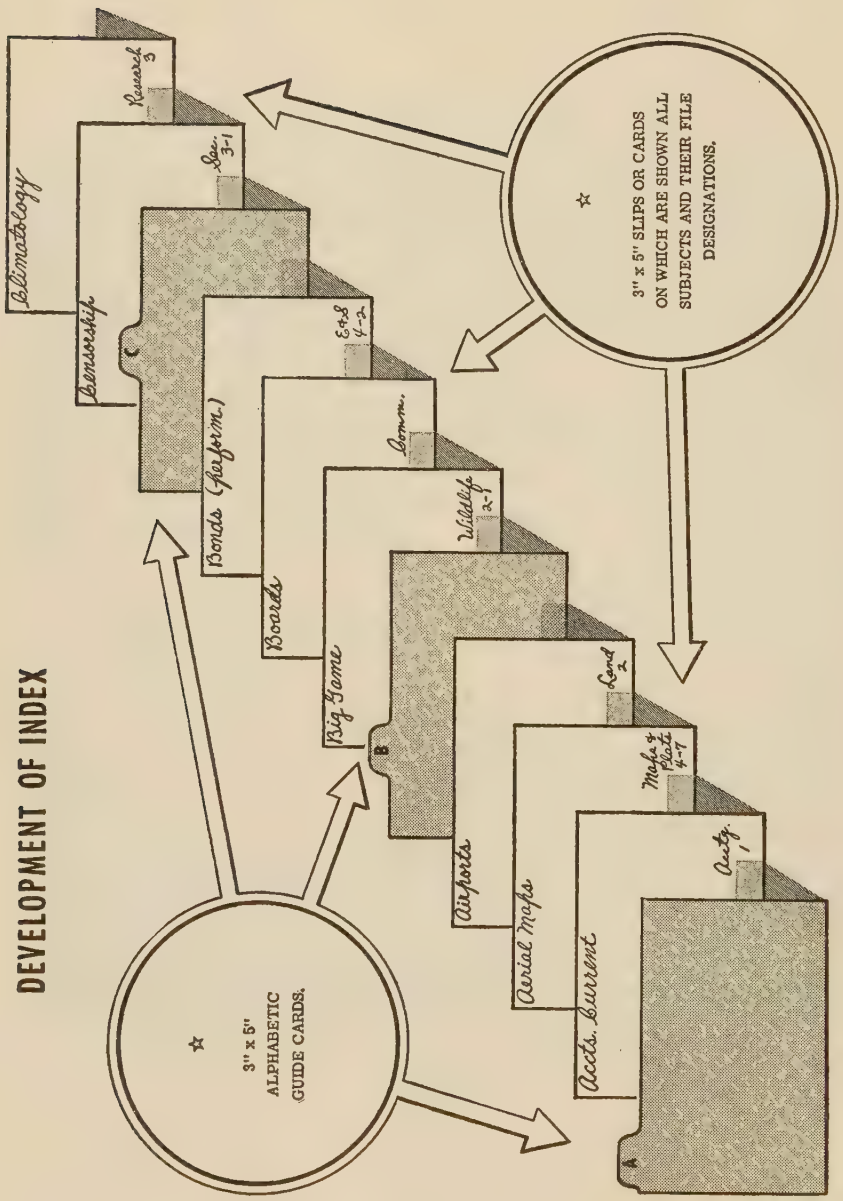

DEVELOPMENT OF INDEX
3" x 5" ALPHABETIC GUIDE CARDS.
3" x 5" SLIPS OR CARDS ON WHICH ARE SHOWN ALL SUBJECTS AND THEIR FILE DESIGNATIONS.
A
B
C
Accts. Current
Aerial Maps
Airports
Big Game
Boards
Bonds (Perform.)
Bonds (Perform.)
Censorship
Climatology
Comm.
Cond 2
Maps & Plats 4-7
Reward 3
Sec. 3-1
Utilities 2-1
Wildlife 4-2
Auto. 1

EXHIBIT 5

Archival Developments in the Lutheran Churches in the United States[1]

By MABEL DEUTRICH

National Archives

IT is difficult to obtain a clear picture of the archives of Lutheran churches in the United States because these churches lack a unified organization. There are now in this country three large but loosely knit Lutheran bodies: The Synodical Conference, the American Lutheran Conference, and the United Lutheran Church. This organization, with its many subdivisions as indicated below, has evolved only after many divisions and shifts among the component bodies.

Two significant factors must be considered in appraising the archives of Lutheran churches in the United States. First, their archives by no means exhaust the historical evidences of these denominations. The Lutheran churches in Europe were State churches, and the State archives supplement those of the church. In this country many of the early church records are likewise inextricably tied up with records of the local and Federal Governments because, as a rule, colonial leaders were prominent in both church and government. The second factor demanding consideration is that none of the synods is old in the historical sense. The Wisconsin Synod (a part of the Synodical Conference), for example, did not reach its 100th anniversary until 1950. In most organizations, governmental or otherwise, no concerted systematized provisions for archival management are normally made during their early periods, and this was the case in the Lutheran churches.

It is the practice among Lutheran churches for each parish to be responsible for its own records. The constitution, rules, or bylaws of individual congregations usually, if not always, make the preservation of records mandatory upon the pastor. Records are usually

[1] Based on a term paper prepared by Miss Deutrich in January 1950 for the class in History and Administration of Archives, American University, Washington, D. C. Miss Deutrich obtained most of her information on the depositories and their holdings from correspondence with librarians, archivists, and other church officials and from church publications. Some of the historical sources are listed as footnotes.

stored in the church office, the parsonage, or, in some cases, in the basement of the church. Lutheran congregations pride themselves on their independence of action and their right to withdraw or change their affiliations. Consequently they have been slow to establish central archival depositories. They have not yet been harassed by records storage problems, although they have experienced a lack of adequate available records when preparing anniversary or commemorative volumes. Writers of Lutheran histories, realizing their need for Lutheran archives, have aided in the collection and preservation of historical documents. That the concept of archives as held by many of the Lutheran synods has not yet developed beyond the stage of considering them as sources for the historian is illustrated by the enumeration of holdings given below.

Central Archival Depositories of the Lutheran Churches

The Synodical Conference

This conference, now consisting of the Missouri, Wisconsin, Norwegian, and Slovak Synods, was formed in July 1872 by the Missouri and Wisconsin Synods, assisted by the Ohio Synod. The latter withdrew in 1881 and later became a part of the American Lutheran Church.

The Missouri Synod

This synod grew out of the second wave of Lutheran colonization that began in the 1840's. Under the leadership of Pastor C. F. W. Walther, German colonists who came from Saxony and adhered to a strict Lutheran orthodoxy developed into the compact and powerful body of the Missouri Synod, the largest and most important member of the Synodical Conference. The synod has designated the Concordia Historical Institute in St. Louis as the official depository for its records. The institute was organized in 1927

> to cultivate a more general interest in the history of the Lutheran Church of America, particularly of the Ev. Luth. Synod of Missouri, Ohio, and Other States; to stimulate historical research and to publish its results; to collect and preserve articles of historical value. . . . [2]

In some instances it has gone outside its synodical limits by collecting Reformation and medieval documents as well as museum pieces.

The archives are under the charge of a curator appointed by the institute's board of directors. The curator is under the direct super-

[2] Letter from the Curator, Concordia Historical Institute, 801 De Mun Avenue, St. Louis 5, Mo., dated Nov. 11, 1949: Enclosure, "Constitution and By-laws of the Concordia Historical Institute."

vision of a three-man executive committee appointed by the board. The constitution of the institute provides that the curator shall

(1) have direct charge of and be responsible for the Library, archives, museum, and all tangible property of the Institute.

(2) be on the look-out for historical documents relative to the history of Christianity, particularly of the Lutheran Church (especially of the Missouri Synod), and shall negotiate for their transfer or loan to the Institute.

(3) supervise the archives of the Institute, classifying and cataloging all manuscript records, also maps, photographs and other pictures pertaining to the history of Christianity and particularly to the Lutheran Church, until the Institute elects an archivist to take over these duties.

(4) properly arrange and label the historical exhibits owned by or loaned to the Institute.

(5) with the consent of the Executive Committee draw up rules and regulations for the admission of the public or of interested visitors to the exhibit room or rooms.

(6) report to the Executive Committee at its quarterly meetings and submit a detailed written report once a year to the Board of Directors and a condensed report to the triennial meeting of the Institute.

Deposit of material in the synodical archives is entirely optional. Among the holdings are district and synodical reports, the Saxon immigration documents, and other information of interest to the Missouri Synod. At present the records are housed in one of the buildings of the Concordia Seminary, but plans have been started for a permanent institute building to house the collections. The institute's first president, Louis H. Walthe, has left two legacies for this purpose. The present and fifth curator is the Rev. August R. Suelflow.

In addition to the synod's archives in the institute each of the 34 synod districts has its own archives and its own archivist.

Wisconsin Synod

This synod was organized in 1850 by a group of German colonists who had settled near Milwaukee. In 1892 the Minnesota and Michigan Synods joined with the Wisconsin Synod to form the Evangelical Lutheran Joint Synod of Wisconsin and Other States. Although considerably smaller than the Missouri Synod, it is much larger than the other two synods in the conference. Only recently, however, has it reached the formative stage in establishing a central archives. In May 1949 a committee under the chairmanship of Adalbert Schaller, the librarian of the Lutheran Theological Seminary at Thiensville, Wis., was appointed to study the matter. A synod archives was established at the seminary in November 1951,

and Rev. Raymond Huth, pastor of the Messiah Lutheran Church in Milwaukee, Wisconsin, has been appointed acting archivist.

The American Lutheran Conference

This conference was formed in October 1930 at a meeting in Minneapolis of the American Lutheran Church, the Evangelical Lutheran Church, the Augustana Synod, the Lutheran Free Church, and the United Evangelical Lutheran Church (Danish).

The American Lutheran Church

This church was organized on August 11, 1930, as a merger of the Ohio, Iowa, and Buffalo Synods. These earlier synods had been organized by immigrants, principally German and Swedish, who began arriving in the 1840's. The Ohio Synod, originally a member of the Synodical Conference, withdrew from that body in 1881 and allied itself with the Iowa Synod, which had been organized in 1854.

The central archives for the American Lutheran Church was established some 10 years ago and is on the campus of Wartburg Theological Seminary at Dubuque, Iowa. Under the supervision of Elizabeth Reu, archivist and librarian, they are housed in one room, which is equipped with modern steel shelves and cardboard filing boxes. In the near future, however, another larger room, to be utilized as a storehouse for the archives, will be made available. The present room will then be used as a reading room and for the shelving of books written by American Lutheran Church people and for bound materials, such as magazines.

These central archives contain the historical material of the old Iowa, Buffalo, and Ohio Synods, all of which is dated prior to 1930. Efforts are being made to procure records of permanent value. When project and committee reports are completed they are to be deposited in the central archives. The archivist of the Church has appointed 12 archivists throughout the country to locate and forward material to the central depository. After these records have been placed under the custody of the central archives they may not be withdrawn but may be used under supervision. The archives include biographical information on pastors, professors, and other leaders of the American Lutheran Church; pictures; and other historical background records, including blueprints of old churches and papers taken from their cornerstones.

The Evangelical Lutheran Church

This church, formerly the Norwegian Lutheran Church of America, was formed in 1917 through the consolidation of the Synod of

the Norwegian Evangelical Lutheran Church in America, the Hauge's Norwegian Evangelical Lutheran Synod,[3] and the United Norwegian Lutheran Church in America. A small group of Norwegians, protesting this merger, withdrew and now belong to the Synodical Conference.

The Rolvaag Memorial Library at St. Olaf College, Northfield, Minn., is the principal depository for the Norwegian church archives. A large portion of this material has been assembled over a long period of years under the supervision of Dr. O. M. Norlie. In addition the archives of the Norwegian-American Historical Association are housed in the library, which is fireproof. Included in this collection are fairly complete files of various synodical publications and some letters, as well as books, dealing with the development and history of synods organized and maintained by the Norwegian-American groups in the United States.

Two other locations at which archival material is located are the Luther Theological Seminary at St. Paul, Minn., and the Norwegian Lutheran Church of America at Minneapolis, Minn. The material at the seminary is housed in the three-story library, a nonfireproof brick building constructed in 1902 in which space for the archives is inadequate. Among the holdings is the original proposed draft of the 1896 constitution for the United Norwegian Lutheran Church Seminary, a few letters and articles written by church officials, about 255 volumes of theses, some lecture notes, and two scrapbooks.[4]

The holdings of the church in Minneapolis are under the custody of the president and secretary of the church. They are housed in a two-story, brick, nonfireproof annex attached to the Augsburg Publishing House. The archives contain data on the merger of the three synods to form the Norwegian Lutheran Church of America, minutes of joint meetings of the synod and of the union committee, and other notes, articles, reports, correspondence, leaflets, and newspaper clippings. There is also material gathered by N. J. Lohre for an official handbook of the church, including correspondence regarding its publication and suggested changes, 1918-21. Professor L. Lillehei of the Augsburg Seminary has collected a considerable

[3] Named after Hans Nielsen Hauge. In 1875 the Evangelical Lutheran Church took the name Hauge Norwegian Evangelical Lutheran Church. Dissatisfaction at this step caused a split in the following year that left two synods: The Hauge Norwegian Evangelical Lutheran Church and the Norwegian Evangelical Lutheran Church (Eilsen's Synod).

[4] WPA, Division of Community Service Programs, Minnesota Historical Records Survey Project, *Guide to Depositories of Manuscript Collections in the United States: Minnesota* (St. Paul, Mar. 1941), p. 58.

amount of archival material, much of which pertains to the Lutheran Free Church.

An appreciable amount of archival material is in the Luther College Library at Decorah, Iowa. Luther College was the main institution of one of the synods that formed the Evangelical Lutheran Church in 1917.

Augustana Synod

The Rev. Lars Paul Esbjorn, father of the synod, arrived in this country in the fall of 1849, and in the following year he organized a church of 10 members at Andover, Ill. In 1851 the Swedish Lutherans, under his leadership, joined with certain American, Norwegian, and German groups to organize the Evangelical Lutheran Synod of Northern Illinois. On June 5, 1860, the Scandinavians withdrew to form the Augustana Synod at Clinton, Wis., and, since the withdrawal of the Norwegians 10 years later, Augustana has remained a Swedish synod. In 1930 it became a member of the American Lutheran Conference.

The central archives of the Augustana Synod are in three rooms on the top floor of the Augustana College Library (Denkmann Library) at Rock Island, Ill. The Manuscript Room contains official manuscript records, correspondence that is partially indexed, and papers and manuscripts of individuals; the Newspaper Room contains approximately 600 Scandinavian-American newspapers, with appropriate card indexes; and the Book Room contains printed records of the synod together with related publications, all of which have been card-indexed. An inventory of the archives was published by installments in the *Augustana Quarterly* throughout a period of years until that publication was discontinued in December 1948. Material in the archives is regarded as on loan from the depositing congregation and may be borrowed by the depositor when needed. Individual requests for data, however, are supplied from the records by the archivist, who transcribes the desired information.

Archival development in the Augustana Synod is distinctive in that it made a very early beginning. The Rev. Paul Lars Esbjorn brought with him from Sweden a record book (Kyrkobok) for the purpose of recording his ministerial activities, although he made no entries through fear of the Swedish State church. The following quotations, translated by Dr. Ira O. Nothstein from the printed records of synodical minutes for the dates indicated, also show the early awareness of the value and need for the preservation of records:

1864. Resolved: That such books and documents, belonging to the synod,

as are not used at the synodical meetings or do not need to be consulted by the secretary, be preserved in a special department of the Seminary library, and that the secretary keep a record of such books and documents.

1865. Resolved: (1) That each pastor be earnestly requested to prepare a carefully written account of the congregations which are under his care, regarding the first settlement, the organization of the congregation, church buildings, condition, pastors who worked there and other things which could be of interest. (2) That each pastor send a written copy of such account to the Augustana Seminary Library in Paxton, to be preserved for the use of the congregations and for future generations. (3) That these accounts, in order to help in keeping them together and keeping them classified, be written on foliopaper. (4) That these accounts be sent in within this synodical year.

1866. On motion a standing committee, to gather historical documents, was appointed, and consists of E. Norelius, O. J. Hatlestad, J. Sweneson, O. Andrewson and Wm. Kopp.

1869. The historical committee wishes the privilege of reporting, that during the past year it continued to gather historical information about our various congregations and settlements of value to the history of our synod; but it has not yet arranged them in the hope of receiving many more communications. The committee moves that the synod now abolish this committee and in place of it name one or more historiegrafers for the synod for a longer, unlimited time and that they be reminded from time to time, that after they find that their work is done, they shall lay the results before the synod. . . . Pastor E. Norelius was elected as the synod's "Historiegraf," and all the members of the synod were urged, whenever they could gather any historical data to send them to Pastor E. Norelius.

This, then, was the beginning of the office of archivist in the Augustana Synod.

In 1886 the synod passed a resolution electing C. M. Esbjorn, a professor at Augustana College and a son of Lars Paul Esbjorn, as synod archivist. How much Professor Esbjorn accomplished is not known because he left the school soon afterwards. He did, however, before his death collect historical material for a biography of his father. This collection is now in Augustana's archives.

Pastor Erik Norelius contributed more than any other of the early pastors toward developing an interest in the records and history of the Swedish Lutherans. In connection with his greatest literary work, a comprehensive 2-volume history of the Swedish Lutheran Church,[5] Norelius carefully collected and preserved manu-

[5] Minnesota Conference of the Augustana Synod, *The Beginnings and Progress of Minnesota Conference of the Lutheran Augustana Synod of America* (Minneapolis: The Lund Press, 1929), p. 255.

The title of the history is given as *De Svenska Lutherska Forsamlingarnas och*

scripts and documents on the early Swedish Lutherans. After his death in 1915 most of his collection was purchased by the Augustana Synod and is now a part of its central archives.

The early aggressive action taken by the synod has not been evident since 1915. The synod failed to appoint an archivist after the death of Dr. Norelius, but the responsibility of collecting historical documents was voluntarily assumed by Dr. C. W. Foss, a professor at Augustana College. Dr. Foss, who did little more than collect printed materials such as minutes of meetings and Swedish-American newspapers, was eventually given the title of archivist but received no salary for these services. For some years before his death in 1935 Dr. Foss had not been active in archival work.

In 1918 Dr. Ira O. Nothstein became head librarian of the Augustana College and Theological Seminary. As librarian, he was the custodian of the growing collection of historical documents deposited in the library. Since his retirement in 1935, Dr. Nothstein has been assisting in the library on a part-time basis, spending approximately 2 hours a day in the college archives. For the past 2 years he has also received remuneration from the Augustana Historical Society for another 2 hours of daily archival work. In this manner he has acquired the title of "archivist" of the Augustana Synod, but since there has been no synodical action in this respect he is still officially only the college archivist. Plans have been made for the erection of a new Augustana Seminary library in which there will be provision for adequate housing of the synodical archives. When these plans materialize it is to be hoped that there will be a reawakening of interest and that a synodical archivist will be appointed.

In addition to the central archives at Augustana College, other records are being collected throughout the synod. The Minnesota Conference of the Augustana Synod maintains an archival department at Gustavus Adolphus College, St. Peter, Minn., in conjunction with the college archives. The records are housed in the new (1948) college library building in quarters, including a large vault, designed specifically for that purpose. Prior to 1943 the records were under the custody of the librarian, but during that year Dr. Joshua Larson was appointed as archivist. Dr. Larson died in August 1949, and no one has been appointed to succeed him. At present the work is handled by the college library staff and the Minnesota Conference secretary, Rev. Emeroy Johnson. Since the archives are joint hold-

Svenskarnas Historia i Amerika, one volume of which appeared in 1890 and the other in 1916.

ings of the college and the conference the archivist is named and supported jointly.

The holdings at Gustavus Adolphus College include the minutes of the Minnesota Conference from 1858; correspondence and papers from the presidents of both bodies; college archives beginning in 1876 that include financial records, correspondence, minutes of meetings of faculty and trustees, and applications for admittance; records of various college organizations from 1880, minutes of meetings, membership lists, and financial records; and a collection of Swedish historical material, together with a small part of the Norelius collection. In connection with the archives there is also an historical museum.

Upsala College at East Orange, N. J., has been collecting and preserving archival material for the college and the New York and New England Conferences to supplement those at Augustana College. They hope soon to construct a new chapel and if this becomes a reality there will be suitable space and quarters for their archives. The archives maintained by Bethany College at Lindsborg, Kans., relate specifically to the college and the Kansas Conference.

The United Lutheran Church

The United Lutheran Church in America was formed in 1917 as a merger of the General Council, the General Synod, and the United Synod from the South. The most important of these, the General Synod and the General Council, developed from the Ministerium of Pennsylvania, which was organized under the leadership of Henry Melchior Muhlenberg in 1748. Lutheran colonization during the seventeenth and eighteenth centuries was generally restricted to the Pennsylvania-Delaware area. Dutch Lutherans settled in New York in 1623, Swedish Lutherans in the vicinity of Philadelphia and Wilmington in 1638, and German Lutherans on the banks of the Wissahickon between Philadelphia and Reading in 1694. The German Lutherans received spiritual help and guidance, church supplies, and pastors from Halle, a vigorous center of European Lutheran Pietism dominated by August Hermann Francke and his son, Gotthilf August Francke.[6] Sweden's failure to supply pastors for her own and for the Dutch settlements allowed most of these early churches to be swallowed up in later years by the Episcopal Church. Largely as a result of the arrival in 1742 of the competent

[6] A report by Daniel Falckner, one of the colonists' leaders, on the civil and religious progress of the colony is preserved in the archives of the orphanage (the Hallisches Waisenhaus) established by Francke in Glaucha, Germany. Considerable portions of the manuscripts in the Glaucha orphanage are available in photostat form in the Manuscript Division of the Library of Congress.

church administrator, Muhlenberg, the German Lutheran churches maintained their independence and strengthened their organization.

The two depositories of the United Lutheran Church are at the Lutheran Theological Seminary, Philadelphia (Mt. Airy), Pa., and the Lutheran Theological Seminary, Gettysburg, Pa. Little information has been obtained regarding the archives held by the seminary at Gettysburg. There is, however, some information regarding the collection of the Lutheran Historical Society of Gettysburg in William Henry Allison's *Inventory of Unpublished Material for American Religious History in Protestant Church Archives and Other Repositories*, p. 165-173 (Washington, D. C.: Carnegie Institution of America, 1910). In the Philadelphia seminary are the archives of the Lutheran Ministerium of Pennsylvania, the archives of the Pittsburgh Synod of the United Lutheran Church, and the archives of the United Lutheran Church in America. These collections are housed in a fireproof vault of the seminary library, which was constructed shortly before 1910.

The archives of the Ministerium of Pennsylvania are fairly complete from 1801 and have been kept in a systematic fashion. The official documents have been recorded in a manuscript catalog. Among the collections of the Ministerium are various documents concerning the General Council; transcripts from archival documents in Halle, Germany; minutes of various committees, boards, and conferences; papers connected with several trials and disciplinary cases with which the churches were concerned; historical sketches of various Lutheran churches; diaries; biographical sketches on several ministers; letters; and personal collections. One of the collections, known as Muhlenbergiana, consists of the correspondence, journals, and other papers of Henry Melchior Muhlenberg. His record book opens with a statement of his arrival, credentials, and the date of his introductory sermon (November 28, 1742), and his journals begin with his voyage to America and continue to June 16, 1785. All of the archivists of the Ministerium have been resident professors in the seminary, the first appointed about 1810. The ninth and present archivist is Theodore G. Tappert.

Archives Maintained by Individual Churches

The most important and prominent of the early Swedish Lutheran churches was the Gloria Dei at Wicacoa in Philadelphia. An earlier building was replaced in 1700 by an imposing brick structure which at that time surpassed all other structures in the area.

Information on the arrival and activities of many of the early pastors has been preserved in the archives of Gloria Dei. In 1697 Pastors Andreas Rudman and Erick Bjorck arrived from Sweden, Rudman becoming pastor of Gloria Dei and Bjorck of the church at Wilmington, the second most important Swedish church. The original letter from the Swedish archbishop, containing the official authorization and assignment of these two pastors, is preserved in the archives of Gloria Dei. The records from 1737 to 1741, while John Dylander was pastor, are so complete that it is even known what books the pastors had in their studies.[7] Nils Collin, the last Swedish pastor, arrived in 1770 and was in charge of the Gloria Dei Church until his death in 1831. After his death this church, among other Swedish churches, was taken over by the Episcopal church.

Trinity Lutheran Church (now St. Matthew's) in New York City is the oldest Lutheran congregation in America. Pastor Justus Falckner, who accompanied his older brother Daniel on his return to the colonies in 1700, had considerable theological training prior to his arrival in Pennsylvania. He was ordained according to Swedish ritual in Gloria Dei on November 24, 1703, and within a month was accepted as the regular pastor by Trinity Lutheran. Although ordained by the Swedes and according to Swedish ritual, Falckner was a German Lutheran, so it was natural for this church to have become affiliated with the German Lutherans when the Swedish church declined. One of Falckner's first acts was to deposit his diploma of ordination among the archives of the church. This document, as well as some others of the church, has been lost or destroyed, although a copy, along with other documents, is in the archives room of the old Lutheran church in Amsterdam. The church register of the Trinity congregation, opened by Justus Falckner, is the oldest systematic Lutheran record in America. In this book he recorded his ministerial acts irrespective of where they were administered. The inventory of church papers, consisting of several bundles of documents labeled "Church Papers," Packet I, II, etc., has disappeared. A list of the archives in the church in 1910 is given in William Henry Allison's book mentioned above.

The records in the archives of the Gloria Dei and the other Swedish churches presumably were retained in them and constitute archival holdings of the Episcopal church. This explains the great interest displayed by the Episcopalians in the records of the early

[7] Theodore Emanuel Schmauk, *The Lutheran Church in Pennsylvania* (Philadelphia: General Council Publishing House, 1903), p. 46 and 58.

Lutheran settlers. The old Trinity Lutheran Church in New York, in which Justus Falckner played so important a role, escaped absorption, but the missing records of this church, referred to above, have been searched for perhaps as diligently by Episcopalian authorities as by the Lutherans.

The Future and Lutheran Church Archives

Although the preservation and administration of some of the archives of the Lutheran churches have been provided for in a commendable manner, others have not yet reached this stage of development. Since there are many additional small collections in locations other than those mentioned in this paper, and no doubt there are many church reports, pamphlets, and documents of enduring value that are presently being destroyed because of their seeming lack of importance to the present generation, consideration might well be given to the consolidation and centralization of some of the holdings. Such general archival agencies would permit housing of the archives in structures specifically constructed for this purpose and serviced by competent professional staffs in a manner which would insure the oversight, preservation, and availability of material to ministers, other church officials, and research students. The records would thus be more accessible and the various collections would supplement each other. The central agencies would be custodians of the records, ownership being retained by the present organizations, but the economy of such an arrangement would permit housing under more ideal conditions and permit the purchase of equipment for physical preservation and for photostatic, microfilming, and other reproduction processes. Effective central organizations would be able to provide valuable reference service to the synods, conferences, and individual parishes and would no doubt be able to locate and salvage many archival treasures. The Presbyterian Church of the United States (southern) has established a modern central depository at Montreat, N. C., called the Historical Foundation of the Presbyterian and Reformed Churches; and the United Church of Canada has recently been very successful in its consolidation and collection of church archives at Victoria University, Toronto. Some such similar general archival agency might well be considered by each of the three large Lutheran bodies.

The Nitid Crimson[1]

By DAVID C. MEARNS

Library of Congress

WITH your permission, ladies and gentlemen, I will confine your tedium to reading an exchange of correspondence between my creator and myself. It begins with a politely stern commandment: "You should join the Society of American Archivists and take an active part. That is what you are now, at least in part." It is signed "L. H. E." To that divisive edict I have proudly replied:

Dear Mr. Librarian: Guess where I am! Why, at the Officers' Mess of the United States Naval Academy dutifully addressing, in my best bicarbonate prose, a battalion of lunch-laden arkies. Am I not wonderfully obedient? Do you not long to pat my head? Is there in all your stable a more docile beast? You have decreed that henceforth I must be part-man-part-you-know-what, but have you decided which end of this newfangled centaur is which? And where have you installed the sound machine? Do I talk or do I bray? You may say that in my case the two are indistinguishable. Perhaps, but you *must* have gentler feelings for my audience.

Those poor wretches have been fraudulently brought together to listen to Vice Admiral Harry W. Hill, Superintendent of this Academy, but alas! orders being what they are, he has betaken himself to christen a vessel. The vessel is a submarine. The christening ritual will be performed, I suppose, by total immersion. He had planned to discourse, this afternoon, on his adventures with those Maryland records which Morris Radoff has hardily rescued from the Library of Congress. Shall I return the compliment by dilating upon those objects which we still hold tight in our hot little hands?

I might, of course, regale these "files upon parade" by reading selected passages from the journals of the Continental Congress at the time when that restless and mobile body occupied "two federal towns," one of which was Annapolis. Perhaps the local boys and girls would like to be reminded of the entry for Tuesday, April 24th, 1784, when under consideration was the "account of Mr. George Mann of the City of Annapolis tavern keeper for a public

[1] Paper read at the annual meeting of the Society of American Archivists held in Annapolis, Maryland, October 16, 1951.

entertainment given by order of the United States in Congress assembled" to the Commander-in-Chief, a General Washington. The bill amounted to six hundred and sixty-four dollars and seventy-five ninetieths of a dollar — a whopping sum explained by cancelled lines: "the entertainment was given to a very numerous assemblage of guests was exceedingly plentiful and the provisions and liquors good in their kind."

Yet on second thought it might be improper to include such an allusion; it would almost certainly offend the militant ascetics, and might betray a lamentably cheerful extravagance on the part of our early appropriators.

No, Mr. Librarian, if in my situation, graciousness requires a prefatory salute to Annapolitan antiquaries it just might be better to mention the survival on our shelves of the original Record of the Tuesday Club and the proceedings on its tenth anniversary. It is a small folio presented to Colonel Peter Force by Mr. William S. Green. The date was May 27th, 1755, and the members foregathered at the home of their president, the Honorable Charles Cole, on North East Street. Actually, the occasion bore such striking similarities to the plight in which I now find myself that it is useless to resist a few extracts from the minutes. These would be the quotations:

After supper, which consisted of many exquisite dishes, & served in a very elegant manner as usual, the secretary being absent, William Thornton Esqr. attorney General, was appointed by his honor and the Club to deliver the anniversary speech, to which arduous and Important task, he properly prepared himself, by first rising from his seat with his usual solemn and grave air, and having put himself into a proper attitude and posture, and cleared his pipes by a little heming and spitting, he begun [sic] to deliver his oration in the following manner and form:

"Tho the making of speeches, with elegance and propriety of action & expression be a task as . . . difficult, as any within the compass of human ingenuity, yet I know not any one exercise of wit that has more pretenders than this.

"A few indeed, in other matters, will mistake their natural genius, and set up for swel[l]s, musicians, painters, punsters, boxers, fencers, dancers & so forth, and yet all the while, know nothing of the matters pretended to.

"But all degrees of men, from the King in his parliamentary robes, to the beggar in sordid rags on the high way, or the haltered rogue under the triple-tree at tyburn, Lay Claim to some skill in oratory or speech making, and, in their own Judgement [sic], perhaps think they equal Cicero or Demosthenes, or some spokesmen as great, in case they never may have heard of these great men.

"And what is apt to confirm me in this notion is, that this here Club once

on a time, I hope not yet out of the memory of some here, pitched upon a certain person for their orator to whom it was naturally a pain to speak above three words in an hour, and whose favorite Phrase was, put about the bowl. . . .

"It is recorded . . . of . . . the Empress of Persia, that she commanded the Courtiers, when they spoke to her son Cyrus, to interweave their words with crimson silk, which figurative way of speaking, much practised in the east, even at this day, Imports neither more nor less, than that their speeches, when addressed to that prince, should be framed in a polite nitid stile, and abound with lively, fiery and striking expression, as Crimson silk in its texture is smooth and shining, and, in its complexion or color, lively and showy."

But at this point, Mr. Librarian, I must break off. The parallels are obvious and arresting. Were it not for fear of angering Mr. Thornton's heirs and executors I might adopt him as my ghost and, removing his warmed-up eloquence from the back of history's stove, serve it to this very convocation. But I am deterred by the realization that there are around me those fault detectives who would find it a little stuffy, a little precious, a little overdone. Again, if I were to disclose its actual identity, the predatory Radoff would surely find a way to carry it off.

For my introduction, then, I must seek another theme — must try another tack. What would you think, Mr. Librarian, of something nautical, something recalling the errant admiral? I might, to be sure, recite, with gestures and breathings, one of those dramatic battle reports from the quill of John Paul, or titillate the romantic with excerpts from his amatory correspondence. With that morocco-bound scrapbook as source it should be easy to compile the Story of the Dewey Watch Fund. There should be something exciting to exhibit from the Papers of Mahan, who was constantly under the influence of seapower, and I could filibuster for several hours by expatiating on the glorious collections of the Naval History Foundation.

Having got through the preliminaries, I could turn my attention to the archivists. Do you not agree that they are highly to be commended? Just think of it! In less than two decades they have raised their "science" to a level where now the impious favorably compares it with tea-leaf reading, spirit tapping and phrenology. They are passionately aware of Cadmus, knowing it was the inventor of the alphabet who sowed the dragon's teeth. They are the self-anointed surgeon dentists of the ages. A century ago they had no splendid organization; they had only a society. What was worse, they were deluded. Men like the Reverend William Sprague, of Albany; and Henry Stevens, of Vermont; and I. K. Tefft, of Georgia, were, I

am very much afraid, reckless preservers. One hundred years ago a rumor (subsequently and vigorously denied) was widely circulated to the effect that Queen Victoria was busily putting together a set of the signers of the Declaration of Independence.

Quite irrelevantly, I think of Saint Augustine and the hot sun, the break in the hedge and the dusty, sandy road leading to the point where a gilded discoverer looks across the sea toward Spain. On the right is an Indian mound and in the fagoted shadows below the surface of the ground lie the exposed skeletons of hundreds of old Americans. On the left, in a house of tile, stands a lady in fancy dress, a dipper in her hand. It is the Fountain of Youth.

Just why this picture keeps recurring, troubles me a little. Perhaps it is a propensity for weaving crimson silk when I should be working on red flannels. If I am to do my duty, I must manage to fasten my attention on the progress of the archivists. Technological development, I suppose, made inevitable the schism. Along came the typewriter, then the mimeograph machine, then the microfilm camera, then the photo-offset process. Records spread like a disease; they wiped out whole communities. No one was immune; everybody was perilously making them. The postal authorities, who might have regulated production by forbidding them the mails, did nothing but watch their deficits proliferate.

The schism, as I say, was inevitable. The die-hards, the fundamentalists, the conservatives who found their doctrine in manuscriptural authority, leagued together and called themselves autograph collectors. They collected everything that represented hand-strewn ink. But the new lads, the new archivists, the advocates of the higher criticism, the custodians of the nondescripts were forced to foreswear the teachings of their elders and, abandoning preservation, erect a new theology on the basis of systematic destruction.

There has been some bitterness, some bickering, some backbiting, and that is unfortunate because both denominations are composed of conscientious, devout, and zealous parishioners. Actually, in differing ways, they continue to serve the same object. Perhaps one who was only in part an archivist could reconcile the spurious conflict. Perhaps he could explain that whereas the collector indulges his scholarly taste in sound *selection*, the professional archivist is obliged to exercise considered *discrimination*. It would be necessary to admit occasional error. The archivist sometimes "retains" the wrong document; but, however abused the benefits may sometimes be, his planned "retirements" are a boon to social welfare. On his part, the collector, when surrounded by cronies, alternates what

lesser men would call his "boasting," with ruefully merry confessions of fallibility and imposition. A reunion is surely possible.

It may be necessary, for within the past year three groups, discreetly ignoring formal separation, have erased the splendid isolation which once enveloped the contestants. There has been the report of the *ad hoc* committee of the American Historical Association, the report of the Babb committee of the Association of Research Libraries, and the report of the National Historical Publications Commission. Scholarship vigorously has asserted a proprietary concern for the records of event, example, and precedent. And whether they call themselves archivists or collectors, the keepers of the past have suddenly emerged from public apathy to public interest. It is high time. It is time for action and for confidence.

Especially is it a time for confidence. So much, Mr. Librarian, so very much has been accomplished. We have those fine surveys, those detailed inventories, those extensive guides. We have licked, or are in course of licking, the problems of custody, of restoration, of arrangement. We have developed methods and proved their efficacy in experience. We have assembled vast collections. We have talked of a national register and have promised ourselves that it should come to being. There remain two ponderous obstacles to overcome.

The first is the persistent obstacle of literary property rights in unpublished papers. Those rights are almost never asserted except in court reports and on the statute books. They are, in their present form, frequently an impediment to research, a restraint to learning, a wanton squanderer of intellectual power. They are usually ridiculous and, being ridiculous, are rather generally ignored. As a matter of fact, they are so universally nullified as ordinarily to be unknown. But there they are, like dodoes under glass in the dark corner of a museum looking sinisterly down on us. They haunt our dreams and disturb our labors. Most of us, under pressure, would concede some virtue in withholding from general use private papers of recent origin. Considerations, entirely *valid*, like the risks of libel, or gratuitous offence, or invasion of privacy would lend cogency to the argument. We would all agree that under certain conditions their publication might deprive their authors of financial increment. But when they have been abandoned for more than fifty years, when the sensitive feelings of their contrivers have vanished from the earth, when their monetary value has diminished to an indeterminate fraction of a scholar's public-spirited and public-purposed summary while their importance is decisive to his exposition of reality, then they

had best be dedicated to the people's cause. But casual abridgment, however justified, is an untidy answer to the problem. It is also unwise. The straight, easy, unequivocal path leads to correctives at law. Any change, however, must be made without prejudice to the firm protection of those individual prerogatives and freedoms for which our nation strives. The remedy, I might respectfully suggest, is not without some selfish urgency, for, so long as the present situation prevails, archives and archivists are threatened with creeping paralysis and gradual dissolution.

But we archivists (if, just this once, I may count myself among them) are blessed with stout allies. They are the warranty of our existence. They are those we serve. They will support us, uphold us, strengthen us so long as we are useful to them. We must not be unmindful of their expectations. At the same time we may, I believe, fairly insist upon their cooperation. They look to us to provide them with facilities which ensure collections capable of fullest exploitation. Are we doing that now? I am not so sure. There are moments of discouragement and skepticism when our preoccupation with the mere physical handling and storage of refractory masses of material may deflect us from our principal design. We have to all intents and purposes wilfully discarded the old-fashioned drudgery of preparing indexes. We condone our dereliction by maintaining that the records are too voluminous, that the costs are too exorbitant, that the substitute contraptions are satisfactory because they are simple. These apologies present a pleasant plausibility. But here among ourselves, talking shop, we should indulge a little candor. We know that there are no substitutes for indexes and we know that it is our business to procure them. It will be objected that we will never have the money to pay the staff to compile the entries. I grant you that we cannot foresee the day when we can subject *all* of our resources to bibliographical control, but we must recommence on limited scale the making of the keys. If we do not, our patrons and our anarchic charges will fall upon us and devour us. Surely we who lean so blithely and so heavily on our judgment in every other activity can depend upon it to arrive at proper choices. And our friends could help us, if they would.

Heads of university departments, for example, might be persuaded to accept, from candidates for masters' degrees, indexes in lieu of theses. A competent calendar, on the other hand, might be construed as representing the original research implicit in a doctoral dissertation. When accompanied by historical and expository introductions, these products of graduate study would be works dedi-

cated to the entire scholarly community, and the compilers would acquire for themselves as intensive and determinable specializations as they could derive from the pursuit of other assignments.

These, Mr. Librarian, are some of the ideas which I would like to mention to the archivists, and there is one further, perhaps superfluous and therefore impertinent observation that I feel compelled to make: they must not permit professionalism to absorb them. They must summon all their resolution steadfastly to remain the eager amateurs. For the picture of that Florida grove is back again and the archivists are going down that dusty, sandy road. Are they turning to the right, and, jumping from the platform, crying to the ancient bones, "move over, make room for us!" No, they are going for the lady with the dipper and the zestful water. That they always will, your petitioner forever prays.

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The American Archivist: The Voice of a Profession[1]

By KARL L. TREVER

National Archives

THE founders of the Society of American Archivists believed that they could render "important service through professional publications." Consequently, a quarterly was the first enterprise of the kind decided on; it remains to date the Society's major venture in the field of professional publication. But the founders did not consider the new magazine as merely a house organ of the Society. Governed by the same broad vision that guided them in opening membership in the Society to all "who are or have been engaged in the custody or administration of archives and historical manuscripts or who, because of their special experience or other qualifications, are recognized as competent in archival economy," they christened their quarterly the *American Archivist*, and expressed its editorial policy in these simple words: "to be useful as possible to members of the *profession*."

Your program chairman has asked me to discuss briefly the relationship between the *American Archivist* and the archival profession. Had he asked me for a title descriptive of the remarks I propose to make, I might have replied that I would discuss "The *American Archivist*: The Voice of a Profession." But, on second thought, I probably would have insisted that the title ought to be expressed in the style of Horatio Alger, namely "The *American Archivist*: The Voice of a Profession; or, The Tie That Binds." I have determined to treat this topic, first, by setting forth the opportunities for professional service available to our journal; and, second, by indicating some measures that must be taken if it is to meet these opportunities for service to the fullest extent. In dealing with the latter, it will be necessary to present for your consideration some of the operational problems faced by your editor in publishing our quarterly.

Every profession, including our own, must have some vehicle for

[1] Paper read at the annual meeting of the Society of American Archivists held at Annapolis, Maryland, October 15, 1951. Its publication will serve as a substitute for the report of the editor which is normally printed in the April issue.

harmonizing and unifying the various elements of specialization within its confines. Our profession, composed as it is of government archivists, institutional archivists, manuscript curators, records administrators, and experts in the several fields of technology peculiar to the preservation, reproduction, and use of records, is especially in need of such a vehicle. The primary function of the *American Archivist*, it seems to me, is to provide this essential bond of union. It can and should serve as the medium through which the common interests and objectives of the profession can be expressed, reiterated, and clearly called to the attention of every group. It should strive to prevent misinterpretation of those interests and objectives, and should combat separatist tendencies, should they arise, with every means at its disposal. Since certain developments in recent years have tended to increase specialization within our ranks, with resultant emphasis on the differences between us, the responsibility of the *American Archivist* for the maintenance of unity within the profession is particularly heavy.

In meeting its responsibility for maintaining professional unity, the *American Archivist* must first recognize and understand the nature and extent of specialization in our profession. It then must open its pages, in all departments, to every group that merits serious consideration. It must achieve a neat balance of subject content within each year's issues and, as far as possible, within a single issue, for the interests of no group can long be ignored if unity is to be fostered. Parenthetically, I assure you that this is no easy task. To those of you who have felt from time to time that your interests or contributions have been overlooked or slighted, let me say that technical limitations, as well as lack of suitable copy, frequently prevent our obtaining the balanced content for which we so earnestly strive. The situation can be remedied only if the editor receives a sufficient *variety* of articles to enable him to juggle space and subjects successfully, and I cannot refrain from remarking here that some who are loudest in their criticism of our journal's contents are numbered among its most prominent noncontributors!

No profession can long hold its place in modern society if the individuals who compose it lose their faith in the importance of their calling. Faith, like patriotism, must constantly be fortified and intensified. Its maintenance depends not only on the development of honest and effective professional leadership, but also on the availability of a body of basic literature which expresses for the individual the history, traditions, philosophy, standards, and ideals of the profession. It is the peculiar obligation of the *American Ar-*

chivist to provide this basic literature to the archival profession, and to keep alive and meaningful for every member of the profession the importance of the archivist and his work in modern society.

Those of us who attended the prewar annual meetings of the Society of American Archivists will well remember the enthusiasm for and faith in our calling that was so evident in those days. Perhaps we were so enthusiastic then because we were young and faced a shining new world of professional activity in which opportunities for personal service seemed almost boundless. But I think our enthusiasm also stemmed from the challenging, thought-provoking messages read at those meetings and later published in the *American Archivist*. One cannot escape the feeling that our enthusiasm has worn off somewhat in recent years.[2] Its revival is important to the well-being of the profession. The *American Archivist* stands ready to play its part in such a revival by rededicating itself to the search for and the publication of literary contributions that will serve to stimulate professional *esprit de corps* and inspire the archivist's appreciation of the significance of his own calling. Your editor particularly urges those who are in positions of leadership in the profession to consider seriously their responsibility for the continued production of inspirational literature of this type.

Society does not always appreciate or understand the nature and significance of the contributions made to its general well-being by individual professions. This is particularly true with respect to the younger professions. The archival profession in the United States is less than a quarter of a century old. Not long ago archives were regarded by government officials and citizens alike merely as musty old papers which, with the exception of a few pretty pieces preserved for sentimental reasons, deserved no special consideration. For the most part, the persons in charge of our archives were poorly paid and possessed neither the knowledge nor the competence to preserve and service them. There was no public realization of the significant role archives might play in the administration of government or in the cultural life of our nation.

From time to time individual citizens, particularly from the scholarly world, protested against this situation and, in some cases, sufficient public sentiment was aroused to lead to the establishment of state archival agencies. But it was not until the historical and library associations, the patriotic societies and other organizations began

[2] The enthusiastic response to the opportunities for professional discussion and contact afforded by the well-attended and carefully planned 1951 Annapolis meeting indicates that the author was unduly pessimistic when these lines were written.

to campaign for the proper care of records that the American public was awakened to the real need for an archival profession. The archival consciousness of the people was greatly stimulated by the establishment of the National Archives and the operations of the Historical Records Survey, and with the formation of the Society of American Archivists at Providence, R. I., on December 29, 1936, the archival profession in the United States came into its own.

The cause of archives in the United States has been advanced tremendously during the past fifteen years of organized professional activity. But many people, even in the fields of administration and scholarship, still lack any real appreciation of our profession and the materials with which it works. Indeed, archivists are occasionally still confused in the public mind with architects and archaeologists, and the word archives is still meaningless to many people! Too many government agencies, particularly at the State and local level, continue to give but haphazard attention to their records, and legislative bodies at times are loathe to approve or finance adequate archival and records management programs. Scholars still do not use archival sources to their greatest advantage.

A never-ending campaign must therefore be conducted to educate and to secure the support of administrators, legislators, scholars, and the public on behalf of the archival profession. The *American Archivist* is one medium through which such a campaign can be conducted. Now largely limited in circulation to members of the Society of American Archivists, its distribution should be expanded to include as subscribers more key government officials, Federal, State, and local. It should be gotten into the hands of graduate students and scholars in the social sciences generally, and should be made available on the shelves of far more historical societies and public libraries. If the *American Archivist* is truly the voice of the profession, then we must not fail to make it heard in those quarters that in large part control our destiny.

This wider distribution cannot be achieved by the efforts of the editor alone. It can be advanced, of course, through the work of the Society's membership committee. But it seems to me that the responsibility for developing and conducting the subscription campaign necessary for achieving it might well be assigned to the editorial board. Propaganda literature specifically directed at each group we wish to reach must be worked out, printed, and distributed on the basis of carefully prepared mailing lists. This literature, along with copies of our Society's membership leaflet, also ought to be placed in the hands of individual members of the Society, so that

each and every one of us will be in a position to advance the cause of the *American Archivist* whenever an opportunity to do so arises.

If a profession is to prosper, it must have the respect and cooperation of its allied professions. In this connection, the archival profession is fortunate indeed, for it was fostered and supported in its youth by the organized efforts of the historians, the political scientists, and the librarians. But I fear that our preoccupation with our own professional problems and techniques has led us to forget, at times, what contributions our colleagues in other fields have made to our success. Indeed, there was a time when it seemed as if we were making a studied effort to alienate our cousins, the librarians. I think we know better, now. We realize that we must actively seek the support of and strengthen our ties with all professions that are concerned with documentation in all its aspects; that we must understand and appreciate the relationship of their disciplines to our own field of activity. Here again the *American Archivist* can serve the profession by recognizing the importance of these relationships, acting as the medium of communication between archivists and their colleagues, and making known the "common denominators" existing between us.

In this age of internationalism it is essential, too, that the professions of one country be aware of the activities of their counterparts in every other country. This is especially true for American archivists, since our profession, especially in Europe, is much older, and much of our basic doctrine was inherited or adapted from European professional practice. We have advanced beyond our European colleagues in certain fields, perhaps, but there still is much that we can learn from them. They, in turn, are anxious to learn about our professional experience and practice. To facilitate the interchange of archival knowledge, an international organization of archivists has been established. Our own Society, representing the American profession, has actively supported it and is cooperating in its efforts to establish an international journal for archivists. But for some time to come our best medium for the international exchange of information about archival activities, practices, and doctrine will be the *American Archivist*. Its articles, book reviews, and news notes afford us an invaluable picture of the profession beyond the seas. On the other hand, an ever-expanding circulation of our journal in foreign lands will carry the story of archival progress in the free world to all who seek it. Truly, the *American Archivist* is the tie that binds us to our foreign colleagues, and any slight sacrifice

that we may have to make financially to give them access to it is, in my opinion, amply justified by the ends achieved.

Having considered the broad professional services, national and international, that should be performed by the *American Archivist*, let us turn our attention now to the services that our journal should render to the individual member of our profession.

As I indicated earlier, the individual must have a genuine pride in his profession. He must feel that he has a vital role to play in it, and that he will have an opportunity to let others know of the contributions he is making to his calling. The *American Archivist* is one answer to his needs; it is one tie that binds him to his profession.

The *American Archivist* should be the medium through which the archivist can be made conscious of and acquire the broad cultural background essential to the practice of his profession. It should provide him with a deep appreciation of the significance of archives to the society in which he lives and works. It should clarify for him the philosophy of his profession, and assist him to understand and put into effect the standards of modern archival practice. It should hold before him the purposes of his calling, and make him ever conscious of his responsibilities to his profession and its allies, to his employer and his employees, to the records in his custody, and to the public he must serve. It should supply him with practical suggestions for use in his daily work. It should keep him informed on new developments in archival economy at home and abroad and in contact with his fellow archivists. It should support his archival program, whenever practicable, helping him to spread the gospel of archives in his own community, so that he may gain adequate financial support, suitable legislation, and trained personnel for its consummation. It should supply him with the literature and training aids necessary to his own education and the training of his subordinates. And finally, it should offer him a forum from which he may express his own ideas, make known his personal contributions to the development of his profession, discuss questions of policy and practice that may be troubling him, and advertise his program, his co-workers, and the research values of the records in his custody.

Your editor is proud of the *American Archivist*. It is a good magazine, and he is deeply grateful to all who have contributed to its success. He realizes, however, that the *American Archivist* is not yet serving all of the purposes just outlined. Furthermore, if existing conditions continue, it cannot hope to meet them adequately.

The first obstacle to the production of a better journal is that the editor simply does not receive enough articles, either in quantity or

variety. Articles are the backbone of any magazine, but articles that are not written cannot be published. Your editor has tried to increase the amount of good copy on hand by soliciting articles on important topics from archivists known to be competent to prepare them. That he has had some success in this effort is evidenced by the fact that 30 of the 44 articles published during the last two years were new materials as distinguished from papers read at annual meetings. Nevertheless, the editor's files are filled with letters from archivists who, for one reason or another, have declined his invitation to prepare an article for the *American Archivist*. His files also contain, I might add, numerous letters from other archivists who, having accepted his invitation to write, thereafter, in spite of repeated reminders, have failed to produce. Paucity of copy forces your editor to use what materials he has at hand. He cannot use any editorial judgment as to what will be published. He cannot develop a periodical balanced as to subject content and, worst of all, he cannot develop a planned policy of publication. The *American Archivist* can continue publication in this catch-as-catch-can fashion but, unless the editorial "ditty bag" is kept filled with a wide selection of good copy, the journal can never hope to fulfill the broad professional purposes it ought to serve.

The second obstacle to the proper development of our journal is that the editor does not receive enough contributions bearing on the practical aspects of archival work. It needs many more short, informative articles, more professional notes, more statements on technical developments, and more short descriptions of how practicing archivists conduct their daily operations. Indeed, in years past, the *American Archivist* has been severely criticised for not publishing enough materials of this sort. Yet, when Miss Norton tried to encourage through her technical committee the publication of such items, the response was so disappointing that eventually the committee was allowed to fade away. Contributions of the type desired seem to be very difficult to get. One wonders why! Is it because the individual archivist thinks that the editor will not publish anything but learned essays or full blown articles? Is it because he is afraid to write about the equipment and methods used by his institution? Is it because he thinks other archivists will not be interested in the details of his operations? Or is it simply because he thinks he is too busy to take the time to tell others about his institution, its equipment, its holdings, and its archival practices? Whatever the answer, one thing is clear: if the *American Archivist* is really to serve the individual member of our profession, it must get

contributions of this sort, for they reflect archival work at the "grass roots."

The third and major obstacle to any expansion of the services of our journal is the present high cost of publication. For example, the Society's 1941 budget carried a total of $1150 for the publication of the *American Archivist* during the year; the 1951 October issue alone cost the Society $936.49. Yet the magazine is no larger than it was in 1941. Consultation with an American Council of Learned Societies expert on professional publications convinced us, however, that our printing costs are remarkably low; indeed, our investigation into the possibility of resorting to some other method of publication revealed that the splendid "one package" job we are receiving from our printers, The Torch Press, was so reasonable that it would not be worth while to consider another method of publication at this time. We have cut expenses by changing our paper stock, by eliminating major changes in galley proof, and by holding to a minimum the amount of 8-point type that must be set. But these small savings will probably be offset by the steadily mounting mailing costs.

What are we to do under the circumstances? First, we must push the advertising program, the initial fruits of which you may have noted in recent issues. In this connection, I urge you to write to these advertisers for their literature and, whenever possible, purchase their products or services. In doing so, never fail to refer to their advertising in the *American Archivist*! Above all, when you happen to meet representatives of firms handling equipment or services of interest to archivists, be sure to impress them with the advantages that would accrue to them by advertising in the *American Archivist.*

Our ability to sell advertising is largely determined by our circulation figures. Distribution of 1,000 copies per printing seems to be a *sine qua non* for even a small advertising program. We have increased our circulation considerably this year, thanks to the splendid efforts of our membership committee, but we still have a long way to go. As I have indicated, we must also pursue an aggressive campaign to secure subscriptions from government officials, graduate students, leaders in the social sciences, historical societies, and public libraries. To do so, we must advertise ourselves. At this point, the individual archivist again comes into the picture. If he is sold on the importance of his profession and the Society that represents it, he will lose no opportunity to advance its cause. He will keep copies of the *American Archivist* and the Society's membership leaflets on hand, so that he may show them to office visitors who might be

prospective members or subscribers. He will, as occasion permits, refer to the Society and its journal in his correspondence with business associates, colleagues in government, and friends in the scholarly world. He will participate in the activities of the Society, contribute to its journal, and show his enthusiasm for their well-being, in order that he may convince others that they will be missing something vital if they do not participate with us in our professional program. In short, he will assume full personal responsibility for representing the profession in his own community, to this end, that he may be of ever greater service to that community and to his profession.

Do we want the *American Archivist* to be of greater service to our profession? Would we like to receive a larger, better balanced, more informative, and more attractive journal, replete with illustrations, diagrams, charts, and reproductions? Are we anxious to be proud of our profession, the Society, and the quarterly that represents it? If so, then, it is up to us, each and every one of us, to "get in there and pitch!"

THE AMERICAN UNIVERSITY

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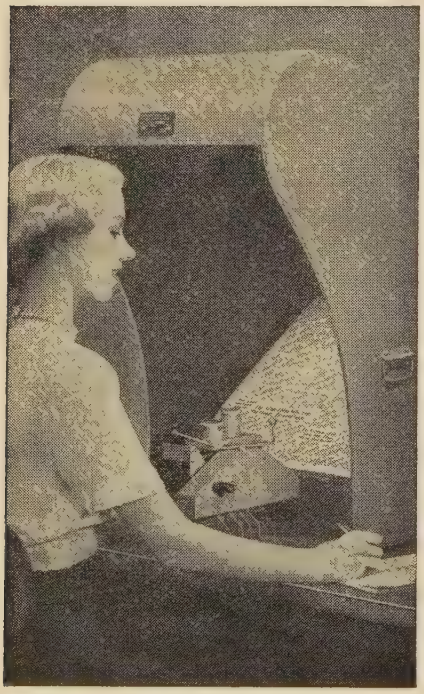

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The Archivist's Book Shelf

RICHARD G. WOOD, *Editor*

National Archives

GRAPHIC PRESENTATION OFFERS A NEW APPROACH TO THE ARCHIVIST'S FINDING AIDS PROGRAM

Graphic presentation, one of man's earliest forms of the written record, offers the archivist a nearly limitless medium of expression, yet he rarely uses it. Perhaps it is because he has set up certain habit patterns and thus unintentionally has excluded this medium from his otherwise full professional tool kit. That this has happened is understandable, perhaps even excusable, when one learns that the *science* of graphic presentation is largely a product of this century. Economists, sociologists, statisticians, cartographers, and geographers particularly have done much to further the science of graphic presentation as, indeed, the growing complexity of their profession has needed to be simplified in graphic form if the lot of mankind is to understand it.

Archivists by now have become past masters in preparing the several kinds of descriptive textual finding aids to their records and materials. For the most part, informative as these finding aids are, they nevertheless are static. Use of the graphic approach to description of those records and materials, either as supplementary aids or as *the* form of presentation, should go far in many instances in giving life and relationship to the records described. Many different mediums of expression are available as, indeed, so are combinations of these mediums. It is largely the responsibility of the archivist to determine the best approach as to medium or combination of mediums.

Of course, it is true not all records or materials are susceptible to nor are they flattered by graphic presentation. Generally such records or materials as reflect area, distribution, volume and space are susceptible to this form of presentation. So, for example, a map of the United States showing the distribution of cities and places for which there are records of the National Recovery Administration is more revealing and in fact more intelligible than an alphabetical list. This medium can be further enhanced in value by showing through series of graduated or proportional circles the relative volume of the records for each city and place. The combinations and permutations of graphic mediums are practically limitless and tax only the imagination and intelligence of the archivist.

The archivist would do well to examine a few of the readily available publications on the science of graphic presentation and note carefully the different mediums, such as the map, cartogram, diagram, graph, and similar forms available, as well as the combinations of colors and symbols that enhance and give life to the presentation. A few of the standard readily available publications are as follows:

Thomas W. Birch: *Maps, topographical and statistical.* Oxford, Clarendon Press, 1949. 240 pp. illus., maps.

Heinz Bosse: *Kartentechnik.* Ergänzungsheft Nr. 243, 245 zu *Petermanns geographische Mitteilungen*, Gotha, J. Perthes, 1951. 2 vols. illus., maps.

Willard C. Brinton: *Graphic presentation.* New York City, Brinton Associates, 1939. 512 pp. illus., maps, diagrs.

William E. Brown and A. W. Coysh: *The map approach to modern problems*, 1919-1939. London, University Tutorial Press, Ltd., 1940. 64 pp. illus., maps.

John Bygott: *An introduction to mapwork and practical geography.* London, University Tutorial Press, Ltd., 1942. 246 pp. illus., maps, diagrs.

Frederick E. Croxton: *Workbook in applied general statistics.* New York City, Prentice-Hall Inc., 1941. 181 pp. illus., maps, diagrs.

Max Eckert: *Die kartenwissenschaft; forschungen und grundlagen zu einer kartographie als wissenschaft.* Berlin, 1921-1925. 2 vols. illus., maps.

John P. Goode: *Suggestions for the use of base maps in the various fields of study and research.* Chicago, the University of Chicago Press, 1920(?). 17 pp. maps, illus., diagrs.

Rudolph Modley and Franz C. Hess: *How to use pictorial statistics.* New York, Harper and Brothers, 1937. 170 pp. illus., maps, diagrs.

John H. Myers: *Statistical presentation.* Ames, Iowa, Littlefield, Adams, 1950. 68 pp. diagrs.

Erwin J. Raisz: *General cartography.* New York, McGraw-Hill, 1948. 354 pp. maps, illus.

John R. Riggleman and Ira N. Frisbee: *Business statistics.* New York, McGraw-Hill, 1951. 818 pp. illus., maps.

Thomas G. Rose: *Business charts; a clear explanation of the various types of charts used is business and of the principles governing the correct presentation of facts by graphical methods.* London, Pitman, 1949. 126 pp. illus.

Louis E. Smart and Sam Arnold: *Practical rules for graphic presentation of business statistics.* Columbus, Ohio State University, 1951. 137 pp. illus.

United States. National Resources Committee: . . . *Suggested symbols for maps and charts.* Washington, 1936. 57 pp. illus., maps.

John K. Wright and others: *Notes on statistical mapping with special reference to the mapping of population phenomena.* American Geographical Society, New York City and the Population Association of America, Washington, 1938. 37 pp. diagrs.

HERMAN R. FRIIS

National Archives

Reviews of Books

RICHARD G. WOOD, *Editor*

National Archives
Washington 25, D. C.

Public Archives of Canada, Manuscript Division. *Preliminary Inventory, Record Group 10, Indian Affairs.* (Ottawa. King's Printer and Controller of Stationery, June 1951. Pp. 14, xiii.)

In an explanatory note that accompanies the inventory the Manuscript Division of the Public Archives of Canada outlines a well-conceived plan for describing the public and private records in its custody. Under this plan two series of inventories will be compiled. One of these will cover the official records, which have been arranged in thirty "record groups," while the other will cover private papers and other non-official materials that have been organized in a parallel series of "manuscript groups."

The first group of official records to be covered in a preliminary inventory is that relating to Indian affairs. This group has a long and complex provenance, spanning the periods of both imperial and ministerial control of Indian affairs and originating in many different offices, both central and field. The records were seemingly bound into volumes by the offices that maintained them, and the portfolios and bound volumes were numbered consecutively. The main body of records, about 140 linear feet, is found in a sequence of 792 volumes. There are in addition two other small sequences of bound material, one of 15 and the other of 10 volumes, and an undesignated quantity of numbered files maintained in the central registry office of the Indian Department.

How should this material be described and identified so as to realize the hope of the Dominion archivists that the product will "make it possible for research workers at a distance to ascertain with some precision what papers are preserved in the Public Archives, and to judge with some accuracy whether the department has in its custody significant material relating to any particular topic?" Since the various groups of numbered volumes could not be described as series, for they had their origins in a variety of offices and related to a variety of activities, the procedure adopted was to list the records in the inventory "in such a way that they will present an authentic picture of the organization of the agency which created them." The main problem confronting the Dominion archivists, in a word, was to ascertain the provenance of the records found in each of the volumes and portfolios, and to describe them in terms of their administrative or functional relationships.

As general background information on the origins of the records, a brief administrative history of the Department of Indian Affairs is provided in an "Introduction." Appendixes provide supplemental information in the form of a table of the senior administrative officers of the department, compiled by the archivists, and a "Who was Who and When," compiled by the registrar

of the department. This information is helpful in unravelling the complex succession of officials who had charge of Indian affairs. The degree to which information found in the appendixes is supplemental to that found in the introductory statement may be illustrated by the following example: In the "Introduction" reference is made to a Commission on Indian Affairs, the recommendations of which resulted in a reorganization of the department in 1844 placing Indian affairs under a Superintendent General. Records of the Commission, dated 1842, are described in the body of the inventory. The "Who was Who" lists Captain H. Bagot as Superintendent General from 1840-43, but no reference is made to him in the table of senior administrative officers. The matter of titles, incidentally, is one with which American archivists, fortunately, do not have to bother, for the various titles of any given individual must be difficult to trace since he may be a lord at one time and a viscount at another. Differences in title designations occur primarily between the table of senior administrative officers and the "Who was Who," and since the latter was compiled by an official of the Indian Department it was properly reproduced as compiled, with its inconsistencies in abbreviations and titles.

In order to list the records so as to reflect the organization of the Indian Department, the record group is progressively broken down into smaller groups. The first break-down is into four categories, identified by symbols A, B, C, and D, and consisting of "Administration Records" for the periods of imperial and ministerial control, "Records of Field Offices," and "Land Records." From the point of view of reflecting organizational structure, this categorization is not altogether fortunate, for one of the categories was established on the basis of subject rather than organization. Listings of the records of the various Indian superintendencies appear, as a result, under both the "field office records" and the "land records."

The second break-down, identified by arabic numerals, is generally into the organizational units that created the records under the four major heads identified above. Thus "Administration Records" are broken down into sub-categories that correspond roughly to the various classes of senior administrative officers (listed in the appendix) who had charge of Indian affairs. The field office and land records, on the other hand, are broken down into sub-categories for the various Indian superintendencies.

Underneath the smallest of these categorizations the series are identified and described. As a rule the series are given titles that signify the types of records involved, such as "correspondence," "minutes," "letter books," and the like, though occasionally subject headings, such as "Point Pelee Island" or "Buctouche Reserve," are made to serve as titles. In the paragraph entries additional information on the type, the subject, or the provenance of the series is provided. Frequently this is repetitive, particularly in the descriptions of land records, as illustrated by the following example of a series entry under the sub-category entitled "Six Nations (Grand River) Superintendency":

Title: Land Returns, 1844-1881. (Vols. 774, 777, 779) 1 foot.
Entry: The superintendents' returns of land sales in the Grand River Superintendency.

The attribution of the innumerable volumes and portfolios created by the Indian Department to their proper organizational categories and sub-categories was a stupendous and a somewhat hazardous undertaking; and it is therefore not surprising that series entries for a number of volumes are missing, or that certain volumes are described in more than one series entry, or that indices remain "unidentified," or that records to which indices apply are "missing." On the whole, however, the preliminary inventory under review will accomplish the avowed objective of the Dominion archivists in that it will make known to researchers at a distance what papers are preserved on the topic of Indian affairs. The progressively more detailed break-down of the record group serves to establish fairly precisely which organizational units created the record series, and the descriptive entries serve to indicate fairly well the topics that are covered by such record series.

T. R. SCHELLENBERG

National Archives

Guide to the Writing of American Military History. Department of the Army Pamphlet No. 20-200. (Washington. United States Government Printing Office, 1951. Pp. ix, 126. $0.35.)

This Department of the Army pamphlet is carefully prepared to assist officers who find themselves assigned to research projects, either in service schools or in doing advanced study in civilian educational institutions. Apparently it will establish a doctrine of research techniques for use throughout the army. It is obviously organized and prepared for the use of students whose research experience has been limited. Beginning as it were at the door of the library or archives, the manual carefully instructs the user in basic library procedures and the fundamental concepts for the organizing of human knowledge. It has a very fine section entitled "Steps in Research." This section instructs the student in the preparation of bibliography and methods of taking and arranging notes, and includes a rather extended discussion of methods of evaluating source materials. The next section considers the actual writing and final organization of material. The second chapter is a brief and basic style manual and the pamphlet concludes with a 34-page basic bibliography for use in writing military history. In addition to serving its basic purpose of assisting army officers in the preparation of professional historical studies, this is a good elementary manual of research technique which should find wide academic distribution.

WILLARD WEBB

Library of Congress

A Calendar of Ridgely Family Letters 1742-1899 in the Delaware State Archives, edited and compiled by Leon de Valinger, Jr. and Virginia E. Shaw. Family data supplied by Mrs. Henry Ridgely. Volume II (Dover, Delaware. Published privately by some descendants of the Ridgely family for the Public Archives Commission. 1951. Pp. 344, 37. Illustrations, genealogical chart.)

To say that the second volume of the Ridgely papers is as good as the first is as obvious and superficial as it is to say that there is a misreading on p. 97 (Who but a local antiquarian would know that the reigning belle of Lancaster, Pa., in 1801 was Polly Zanzinger, not Zanginger?) Yet to say the first is to give high praise, as to say the second is to prove that inaccuracies are so few that one finds them by the merest accident.

In content, this volume is of even wider interest than the first, for the activities of this large and articulate family spread beyond the bounds of their native state to ever-enlarging fields of national service. The correspondence covered by the present volume is that of Nicholas Ridgely (1762-1830), first Chancellor of the State of Delaware, and of his half-brother, the Hon. Henry Moore Ridgely (1779-1847) and his children. The correspondents include, as the anonymous author of the *Historical Introduction* happily puts it: "casual associates as varied as Presidents of the United States and household slaves."

While these volumes are of interest to genealogists and social, medical and industrial historians (this volume is especially rich in the social life of early Washington), their continuing value for the archivist is as a pattern for all calendars to come.

Elizabeth Clarke Kieffer

Franklin and Marshall College

A True Relation of the State of Virginia lefte by Sir Thomas Dale Knight in May last 1616, by John Rolfe. Set forth with an Introduction and Notes by a group of Virginia Librarians. Printed from the Original Manuscript in the Private Library of Henry C. Taylor, Esq. (New Haven. Yale University Press, 1951. Pp. 41 and facsimiles. Americanum Nauticum Number Two. 212 copies.)

In 1616 John Rolfe, whose cultivation of tobacco was the most important economic event in the history of seventeenth-century Virginia, returned to England. He took with him his wife, the Indian princes Pocahontas, and thus assured himself of a spectacular reception. But he had practical business to do at home. The affairs of the Virginia Company were depressed and confused: Sir Thomas Smith, its long-time head, sought to blame the colonists and their leaders for the want of profits from the venture; but a rising faction in the company, led by Sir Edwin Sandys, held that the trouble lay in Smith's own mismanagement. The editors of Rolfe's *Relation* are doubtless right in believing that Sandys put Rolfe up to preparing this first-hand and highly enthusiastic account of the Virginia plantations. It was propaganda against Smith and in the interest of "A Country as worthy of good report, as can be declared by the penn of the best wryter"; and it was successful, for Sandys shortly afterward replaced Smith in the management of the Company.

This is the historical context which the "group of Virginia Librarians" (John Cook Wyllie, John M. Jennings, and Francis L. Berkeley, Jr.) have skilfully and lucidly provided for the document here printed for the first time from Rolfe's manuscript in his own hand. An approximation of the text of the *Relation* has been known ever since Purchas in 1617 published a paraphrase

of a manuscript borrowed from Rolfe, and later historians of Virginia have made use of two other manuscripts (one of them sent to King James I and now in the British Museum; the other sent to Sir Robert Rich and now in the Public Record Office). But as Mr. Berkeley demonstrates in a learned note on the relations of the several manuscripts, the Taylor text, prepared for and sent to the great courtier William Herbert, Earl of Pembroke, is the most authoritative of them all, being unquestionably Rolfe's own fair copy from a (now missing) draft, whereas the others are in a clerk's hand bearing only occasional corrections by Rolfe. The Taylor text has only very recently come to light and was brought to this country in 1948. It was a happy idea of Mr. Taylor's to enlist the talents of so distinguished a panel of editors. The volume as designed and printed by Carl Purington Rollins is so extraordinarily handsome that it is a pity so few copies are available. The collotype reproduction of the manuscript itself is perfect to the point of deception; one easily surmises that it is the work of the Meriden Gravure Company.

The text of the *Relation* as now printed (from a transcription by Miss Emily Driscoll and Mrs. Henrietta Hannah) is such sheer delight that it beggars comment, though Mr. Wyllie's introduction is wonderfully inviting. The air, "freshe and temperate," the topography, the abundance of animals "both wilde and tame," the crops and natural resources, the happy relations with the Indians (so largely accomplished by Rolfe's own marriage) — all are set forth in a language full of the haunting music of Shakespeare. "But the greatest want of all is least thought on," says Rolfe plaintively; "which is good and sufficient men, as well of birth and quallyty to command: souldiers to march, discouer and defend the Country from Invasions: as artificers, Laborers, and husbondmen: with whom were the Colony well provided; then might triall be made, what lieth hidden in the womb of the Land." Thanks to Rolfe and his kind, full trial was made.

L. H. Butterfield

Institute of Early American History and Culture

The Papers of Henry Bouquet, Volume II, The Forbes Expedition, edited by Sylvester K. Stevens, Donald H. Kent, and Autumn L. Leonard. (Harrisburg, The Pennsylvania Historical and Museum Commission, 1951, Pp. xxxiii, 704. $7.00.)

When an account of the career of Colonel Henry Bouquet in North America is written, it will be concerned largely with military operations in western Pennsylvania. A native of Switzerland and a soldier of long experience in the armies of Holland and Sardinia, Bouquet arrived in Pennsylvania in 1756, as a lieutenant colonel of the Royal American Regiment, to undertake recruiting. He was second in command to Brigadier General John Forbes in the expedition against Fort Duquesne in 1758, and he continued to serve in western Pennsylvania under Brigadier Generals John Stanwix and Robert Monckton and later directly under the British commander in chief. Following his highly successful expeditions of 1763 and 1764 against the Indians, he was made a brigadier general and transferred to Florida, where he died from

yellow fever in September 1765. His papers and other effects passed into the hands of his former comrade in arms, personal friend, and fellow Swiss, Frederick Haldimand, who was also in the British service. Together with Haldimand's own papers, those of Bouquet were presented by the general's grandnephew in 1857 to the British Museum where they are still preserved.

Publication of the Bouquet papers begins with the period June 1 to December 31, 1758, during which the Forbes expedition occurred. The series is initiated with volume II, because it is hoped that further search in European archives will uncover additional papers relating to the early years of Bouquet's career. The present annotated edition of the Bouquet papers is based upon an incomplete, mimeographed compilation prepared by the WPA Pennsylvania Historical Survey and sponsored by the Pennsylvania Historical Commission in 1940-43. The principal source of the documents published is the Library of Congress collection of photostats of Bouquet papers, but other photostats were obtained of handwritten transcripts in the Public Archives of Canada. Additional items were secured from numerous other sources described in the foreword. A chronological arrangement has been followed, except for an orderly book which appears at the end of the volume. It is a comprehensive collection, including all letters from Bouquet, all letters of significance to him, and other important related material, but duplicates, accounts, routine reports, and some other unimportant material are excluded or abstracted. Besides a foreword and a table of contents, there are a list of papers, a list of illustrations, a table of abbreviations, and a bibliography of sources. Each month's batch of documents is preceded by a chronology to assist in orienting the reader. The book is printed on paper of good quality and has a strong binding.

The punctilious editorial techniques employed ensure a reliable text and one as close to the original as the printing process allows. The more usual practice of putting the notes at the foot of the pages is departed from, and these are grouped together at the ends of the documents. This method necessitates the turning of pages to read the notes with the text and detracts from the appearance of the text. Some paper might have been saved in these days of scarcities by not making the space between paragraphs greater than between lines of text. The titles of publications cited in the notes could have been abbreviated more. An explanation in the foreword could have been used to avoid the frequent repetition in the notes of the statement that documents of earlier date referred to in the text would be published in volume I. According to the mimeographed edition of the Bouquet papers, the fire in which some of the earlier letters of Bouquet were burned occurred in November 1759 and not a year earlier as stated in the foreword. The index contains only proper names and is unanalytical, and is, consequently, of limited value.

The volume inaugurates a series of great value for the history of military operations and other affairs in Pennsylvania during the French and Indian War. As Bouquet was directly charged with the superintendence of road and fort construction and transportation and supplies, there is much material on these matters. But the documents are also concerned with other subjects, including the Indians, Indian diplomacy and trade, Indian paths, traders' routes,

the physical character of the country, and the military, political, and business leaders of the time. Such well prepared and comprehensive documentary compilations as this will attract writers to a period in which there remains much writing to be done.

HENRY P. BEERS

National Archives

Guide to Manuscript Materials of American Origin in the Illinois Historical Survey, by Marguerite Jenison Pease. Illinois Historical Survey, University of Illinois, *Publication No. 3*. (Urbana, Ill. Illinois Historical Survey, 1951. Pp. 78. Mimeographed.)

This *Guide* is the third publication (mimeographed) in the series of the Illinois Historical Survey presenting the survey's manuscript resources of American history which are available to graduate students and to historians in all parts of the United States. According to F. C. Dietz, director of the survey, this volume grew out of a pamphlet, *Materials for Historical Research Afforded by the University of Illinois*, issued in 1922 by the university's department of history. The *Guide* was published in order to include many important additions, and "in the hope of rendering the Survey still more serviceable" both to scholars and to students at the university.

There are over 180 groups of records listed in the *Guide*. Personal collections as well as public records comprise the holdings. Groups are described to include original manuscripts, typescripts, photostatic and microfilm copies, photographs, broadsides, occasional maps, pamphlets, manuscript calendars, indexes, notes, newspaper clippings, and paper money. Usually where copies constitute the collection, locations of original manuscripts are credited. Groups range in size from one item to many hundreds, and in most entries the size of the collection is indicated by stating the number of items. The groups are not numbered but are arranged alphabetically by name of collection. There are cross references in some cases but no index.

At least two entries comprise collective groups. One is the "Lincoln Administration and the Civil War," consisting of eighteen subgroups photostated from originals in the Library of Congress, and another subgroup photostated from the Maine Historical Society. Seven subgroups are copied from collections in the Historical Society of Pennsylvania, and there is a subgroup of transcripts from various sources. The second collective entry, "U. S. Archives Calendar (Mèreness Calendar)," describes the calendar of materials in the Federal archives in Washington relating to the Upper Mississippi Valley. Made between 1915 and 1937 by Dr. Newton D. Mereness, this calendar is on 298,479 cards. A breakdown is given of the number of cards used in calendaring each Federal agency's records.

A sample entry from the *Guide* is as follows:

Roosevelt, Theodore. Letters, 1915, 1917. 3 items. Originals.

Three letters written by Theodore Roosevelt (1858-1919), 26th president of the United States. The first, to Walter Colyer, Albion, Illinois is an acknowledgment; the second, to Lawrence M. Larson, University of Illinois, set forth views on prepared-

ness; the third, to Charles M. Woodbury, Danville, concerns the Isaac Walton League. All are original letters signed.

Because of its content the *Guide* can be a helpful tool, especially to those who are interested in the history of midwestern United States. Numbered entries and an index might have improved its reference usefulness.

WATT P. MARCHMAN

The Hayes Memorial Library

List of Business Manuscripts in Baker Library, 2nd edition, compiled by Robert W. Lovett. (Boston. Baker Library, 1951. Pp. v, 213. Lithoprinted.)

It is now 35 years since the 1500 volumes of the Slater Collection were acquired for the Harvard Business School by Dean Gay and Professor Cole, thus inaugurating a novel venture in assembling a special type of source material for American history. Prior to this, business records had been little sought by our libraries and historical societies. They were accepted when offered if they seemed sufficiently interesting. The Harvard group sought such records actively and exclusively, and evolved policies to guide them in their collecting. They were interested not only in business records that could make a contribution to American history in the more general sense, but in business records that illustrated the evolution of business organization and methods in the United States and that could be used to teach business history to graduate students of business administration. The latter motive is not ordinarily present in other institutions that in recent years have given greater emphasis to the collection of business records.

The results of this 35 years of specialized collecting may now be appraised from this new inventory. And, if one wishes to look back to the first *List of Business Manuscripts in Baker Library*, compiled by Margaret R. Cusick and published in 1932, he may compare what was acquired in the first half of this period with what has been added since. Despite a decline in active soliciting during the depression and a virtual halt in war years, the number of entries (each entry representing a collection) has increased from 508 to 1118. It is a reflection perhaps of the increased interest in railroad history that entries relating to railroads are seven times as numerous as in the earlier list. This is also in part a result of the Railway and Locomotive Historical Society's having adopted Baker Library as its depository. Items relating to ocean shipping have more than tripled. Inasmuch as the holdings under this heading were already large, the increases have brought shipping up to a position rivalling the textile industries, and these two, as might appear natural in New England, dominate the collections.

It must be left to the economic and business historians seriously to appraise these new holdings as potential research materials for their writing. One impression of the reviewer, however, is that despite the addition of some very significant individual collections, the accessions of the 1932-50 period, taken as a whole, do not assay higher than those of the earlier years, if as high, despite supposedly stricter canons of selection. A passive policy, such as has prevailed

in most of the latter years, does not bring in the better material; it must be actively sought — like any other good property. This inventory also seems to the reviewer to reveal a need for some refinement of present holdings through screening, thus making room for more and better material. This, too, requires initiative, and the reviewer has been glad to see in manuscript Mr. Lovett's account of the Library's major effort in this direction this past summer, which will appear in a forthcoming issue of the *American Archivist*. The screening of business records is a field in which there has been too little recorded experience. The return of smaller and fragmentary collections to more appropriate local depositories, which has been started to some extent, is to be commended and should be increased. The Isaac Briggs collection (No. 305), James P. Stabler collection (No. 313), and the Washington Turnpike Company books (No. 345), for example, will probably remain unused for years on the shelves of the Baker Library, whereas they would be used frequently were they in their home environment in Maryland where related material exists.

As is appropriate in an inventory or list, the entries are factual, impersonal, and without evaluation. All entries consist of (1) inclusive dates, (2) name of person or company, (3) geographical location of person or company, (4) size and physical nature of the collection (i.e. "6 volumes, 2 boxes" or "1 ledger"), and (5) donor or other indication of provenance. In addition, there are usually a few lines or a paragraph containing further descriptive details. Only the latter part of the entry varies in size and it is never long. Thus, the entry for the large, important, and complex Boston and Albany Railroad Company collection is only about twice the length of that for an account book of the Boston and Keene Stage Company. The result is that lesser items take an undue proportion of the space on these pages whereas they probably take very little space on the shelves. It would seem that the larger collections deserve more analysis than they have received and should be given more space in any future edition of the guide. In some cases fuller descriptions have appeared in the *Bulletin* of the Business Historical Society. Cross references to such in that journal or elsewhere would have been helpful.

The arrangement of entries in this volume "approximates" the physical arrangement of the records on the shelves. Both represent a logical classification "beginning with genetic industries, followed by extractive industries, manufacturing industries, engineering and construction, the various types of services, such as marketing and financial services, and finally ending with governmental services."

This classification has presumably been found workable or it would have been thrown overboard by this time. This reviewer likes it, and feels that it deserves serious consideration from all collectors of business records that have enough of them so that they must seek a logical order in which to describe them. One hesitates about the parallel shelving, however. It is easy enough to insert cards in a catalog, but what about inserting on the shelves in its proper place, about the middle of this sequence, the newest collection of some 200 volumes? Would it be better to have an arbitrary shelving arrangement, merely giving the new collection its next accession number, placing it next to

the last one, and letting the entries in the classified list merely refer to these numbers? The reasons for shelving library books according to their classification are not compelling for a collection of business records. Either the Baker Library has been doing a lot of moving, or this perhaps is where the "approximates" comes in.

The first edition of this *List* was a beautiful job of printing in which different fonts of type were combined tastefully to set off the different elements of each entry. Anyone who has the two side by side will be keenly aware of the limitations of lithoprint for a task of this kind. Yet, nothing has been sacrificed in the new list, and it works. If the savings permit the publication of more frequent editions of such working tools in order to keep more closely behind accessions, we must vote for lithoprint. The one great improvement in this edition over the first one is the addition of an excellent 29-page general index. There is also a five-page chronological index, broken down by decades. These, combined with the industry classification by which the *List* itself is arranged, seem to cover every needed approach.

OLIVER W. HOLMES

National Archives

Annual Report on Historical Collections, University of Virginia Library including Alfred Henry Byrd Library of Virginia History and Literature, Elizabeth Cocke Coles Collection of Books About Virginia, Tracy W. McGregory Library. Twentieth for the Year 1949-1950. (Charlottesville. University of Virginia, 1951. Pp. [249-341].)

Third Report of the Archivist of the Division of Documents, West Virginia University 1949-1951. Collection of West Virginia History. West Virginia University Bulletin, Series 51, No. 12-1. (Morgantown. West Virginia University, 1951. Pp. 27.)

Many archivists and manuscripts curators suffer from what might be called "institutional introversion," a condition in which they are entirely preoccupied with the "inside" operations of accessioning, arranging, describing, and servicing the collections or record groups which they have effortlessly received. They shirk their social and professional obligation to go out after additional material which they should have, and to make widely known the contents of the depositories they administer.

The University of Virginia and West Virginia University are not shirking their responsibilities, however. In publishing these reports, they are on the one hand soliciting appropriate acquisitions, and on the other they are placing their resources at the disposal of the world-wide scholarly community. The two reports are quite similar in purpose, plan, scope, and format. Both list acquisitions for a specific period; both are concerned with describing historical collections in the broad sense of including manuscripts collections, official university archives, special non-book printed material, and newspaper collections; both use a group or accession unit of description, alphabetically arranged; both contain introductory explanations of terminology, abbreviations, and arrangement; and finally, both append a list of friends or donors. The West

Virginia report, the smaller or more modest of the two, appears to be modeled on that of Virginia; and if this is actually the case, the mentor is well chosen.

To appreciate the *Twentieth Annual Report on Historical Collections of the University of Virginia Library*, one should spread before him all twenty reports of the series as they were published in eighteen numbers, covering the period 1930-31 to 1949-50. Add to these the general index to the first fifteen reports, which was published separately in 1945, and anticipate the index, already in preparation, which will cover the reports from 1945 to June 30, 1950 (*i.e.*, including the twentieth). Together they constitute a textbook and a model plan for a university archivist who is also charged with responsibility for manuscripts, newspapers, and other special research collections. The first ten reports were issued as *Reports of the Archivist of the University of Virginia Library*, Lester J. Cappon having been appointed to that position in 1930 by University Librarian Harry Clemons. The present title of the series was adopted with the eleventh annual report, Mr. Cappon becoming Consultant in History and Archives; and in that report the present plan of listing annual acquisitions was inaugurated, each year's report with separate pagination and and index. Since the 1945 general index to the first fifteen reports, the same general plan has been followed in the reports by Curator of Manuscripts Francis L. Berkeley, Jr., except that the annual index has been abandoned in favor of five-year continuous pagination and indexing. The twentieth report contains a biographical sketch of Harry Clemons, who retired as university librarian June 30, 1950, having served since 1927. The core of the twentieth report is, of course, the section entitled "Materials Acquired. 1 July 1949 to 30 June 1950," pages 257-336. Inserted in the alphabetical listing of named accession units are several subject headings under which are described some of the non-manuscript material other than books in the library's historical collections, *e.g.*, BROADSIDES, MAPS, MICROFILM, NEWSPAPERS, and PRINTS AND PICTURES. A general statement on the university archives is found under: "UNIVERSITY OF VIRGINIA 1819-1950. Archives and unofficial records." Under JEFFERSON, THOMAS (1743-1826) PAPERS is found another general statement; and a supplement to *University of Virginia Biographical Series*, No. 9, is headed: "RANDOLPH, JOHN OF ROANOKE. SUPPLEMENT TO CHECKLIST OF HIS WRITINGS. 1790-1830. 124 items. Microfilm." Therefore, all microfilm does not fall under the microfilm heading. Not that it matters greatly, but perhaps some of the more general statements on collecting policy would be more appropriate in the explanatory notes section of the report than in the section which lists materials acquired during the year. Such headings as "ECONOMISTS," "GREEK LABOR MOVEMENTS," "MICROFILM," and especially "MISCELLANEOUS TRANSCRIPT" would be distressing were it not for the promised index. On the matter of real importance, however, the twentieth report deserves fullsome praise — the collections were greatly enriched and the report proves it.

The *Third Report of the Archivist . . . West Virginia University 1949-1951* is submitted by Archival Consultant Oscar D. Lambert, and presumably picks up where the *Second Report of the Archivist* (July 1, 1936 — June 30,

1949) stopped, listing acquisitions for two years or to June 30, 1951. Format is approximately the same in the second and third reports: a statement of purpose and scope; a "Forward" giving the rules of use and explaining symbols; followed by the list of accessions, all under the heading "Manuscripts" which is not a well chosen word even though it is explained; a list of newspapers, and finally a list of donors. The third report is better in many respects than the second, for example in giving fuller descriptions and in noting the number of items rather than the number of boxes in large collections; and certainly the rate of growth has been great, nearly as many entries being listed for the two years of the third report as in the thirteen year period of the second. Most, but not all, of the newly acquired material falls in the 19th and 20th centuries, well distributed over the 150 years. The subject matter is largely concentrated on West Virginia persons, families, businesses, and organizations. Most of the collections are relatively small, only eight or nine exceeding a thousand pieces. A few of the collections contain source material of first importance to historians beyond West Virginia's borders; and a good deal of archival material has been acquired, for example: Monogalia County Records, 1858-1934; and the West Virginia State Dental Society's official records for 1906-1947. Other significant papers received were those of Senator Nathan Goff, Governor Howard M. Gore, Governor E. F. Morgan, Judge Ira E. Robinson, P. J. Crogan, Iva Cutright, and Francis Denkins. Mr. Lambert reports, "With the most attentive care all these documents were separated and arranged chronologically." His fellow-archivists may worry a bit about that statement, standing as it does without any explanation that an effort was made to reconstruct the original order of the files. Let's not carp though; here is another welcome and praiseworthy report!

ANDREW H. HORN

University of California Library
Los Angeles, California

Report of the [Canadian] Royal Commission on National Development in the Arts, Letters and Sciences, 1949-1951; An Unofficial Summary, prepared by Wilfrid Eggleston . . . *Together with the Recommendation of the Commission.* (Ottawa. [The Commission], 1951. Pp. 57. Processed.)

[*Canadian*] *Royal Commission Studies: A Selection of Essays Prepared for The Royal Commission.* . . . (Ottawa. Edmond Cloutier, Printer to the King's Most Excellent Majesty, 1951. Pp. vii, 430. $3.00.)

The Massey report, so far at least as it deals with public records, exemplifies the utility of a special commission to convince government administrators in general and the public of what the specialists in government already know. The leadership and the program of the Public Archives of Canada are consistently praised; emphasis is on the lack of effective government-wide machinery and especially of space to establish the sound, continuous, records retirements that the Archivist, Dr. W. Kaye Lamb, would like to see.

Here the panel of experts has a wholly cultural approach; it is nonetheless realistic and practical. The prominence given to archives in a report broad

enough to include the press, radio, television, and national scholarships, by a commission headed by a statesman who has since been named Governor-General, is significant. The whole is directed toward producing a public better informed on Canadian history and ideals — a better informed electorate in a democracy. The five-member commission included a prominent historian, Hilda Neatby, and the special study on archives is by C. P. Stacey, Army General Staff Historian.

The recommendations, which largely follow Stacey, would among other things strengthen the Public Records Committee (which has its secretariat in the Privy Council) in its supervision of disposal and transfer; require the appointment of a qualified records officer in every department; and provide transfer of historically valuable records to the Public Archives, and disposal of the rest, generally after ten years. They would also augment the staff and strengthen its qualifications, continuing to require historical training as a prerequisite; move the museum and library material (other than a working archives library) out of the archives building to appropriate new agencies; enlarge the archives building; separate responsibility for the archives and the proposed national library; and provide for the Archivist an advisory committee, including historians and provincial archivists among its members. They would initiate a project to discover and list historical manuscripts throughout Canada; and would extend the sale of microfilm copies of public records, as well as the microfilming (recently substituted for hand copying) of pertinent records in London and Paris.

The Commission followed Stacey in declining to recommend intermediate depositories or "half-way houses" though they had been favored by the Archivist. Time is likely to support the Archivist's view. There is no intent shown to have the Archivist assume responsibility for advising the agencies on current records management; this would fall wholly to the departmental records officers. They would continue to review their files "in consultation with the Archivist," so that with his de facto chairmanship of the Public Records Committee he would still control selection of records for retention and disposal. Private manuscripts of national interest would still be taken by the Public Archives; the urgency of locating and preserving them is fully recognized. For handling them as well as official records it would be desirable to plan for training archivists as archivists, an element omitted in the report.

These volumes, and the full report when it is available, deserve the highest respect of archivists as well as others in cultural activities.

PHILIP C. BROOKS

National Archives

Venezuela. Ministerio de Justicia. *Memoria sobre el Archivo General de la Nación*, by Héctor García Chuecos. (Caracas. Imprenta Nacional. 1951. Pp. 12.)

The admirable organization and clear, direct style of this pamphlet will make it pleasant as well as profitable reading for all scholars interested in the Venezuelan National Archive, whether their primary concern is records man-

agement or Venezuelan history. The essay includes a short history of the archive; a list of the *fondos* or record groups (giving the amount of material in each, and the section of the archive where they are kept); a statement on how the records are classified and the extent they are cataloged; a section on what records one might expect to find in the archive but will not; a list of books published by the archive; and a short administrative history of Venezuela. Because Venezuela, before 1831, had a complicated administrative history, the last mentioned section is a necessity for anyone who wants to understand the colonial records dealing with present-day Venezuela. The information is not available elsewhere in so concise a form.

This reviewer's only cause for complaint is that the list of *fondos* does not give enough information on the years covered by the records. For example, what were the dates for the 53 volumes of *Real Consulado* records? Or again, even if the records of the *Renta de Tabacos* are "without ending," there must have been an opening date for the 63 volumes of records concerned with this institution.

JOHN P. HARRISON

National Archives

Primera Reunión Interamericana del Comité de Archivos, 18-25 de Septiembre de 1950. (La Habana, Cuba. Comisión de Historia, Instituto Panamericano de Geografía e Historia, [1951]. Pp. 90. Illustrations.)

Archivists of the Americas are a hardy breed, to judge from this well edited and copiously illustrated record of the first meeting of the Committee on Archives of the Commission on History, which in turn is a part of the Pan American Institute of Geography and History. From the time they deposited a floral wreath at the tomb of José Martí in Havana's magnificent Central Park Monday morning, September 18, 1950, until they gathered for lunch at the splendid Country Club on the following Monday for the closing sessions, their days must have been full indeed to account for all the discussions they engaged in and all the resolutions they produced. The gathering, made possible by the generosity of the Cuban Government, brought together a representative group of archivists and historians from most of the American nations. Spain had an observer present. From the United States came Philip Brooks, Herbert W. Krieger, and Dan Lacy. Roscoe R. Hill had an important role as technical advisor.

The more important topics upon which the delegates achieved agreement were the following recommendations: to raise the Committee on Archives to the category of a Commission; to stimulate governments to put into effect the resolutions on archives they had previously agreed to; to collect the basic legislation on archives in the Americas; to urge that "the most liberal regulations possible" be adopted to facilitate the examination of archival material; to encourage passage of legislation to prevent the emigration from any American nation of its valuable historical documents; and, to establish an Inter-American School of Archivists.

Another recommendation was that each national archive should publish as

soon as possible a general guide to its holdings. In diverse ways the group went on record favoring the technical training of archivists and the proper equipping of their archives so that access to the records will be efficient and easy. The exchange of copies of documents in one archive bearing on the history of another American nation was favored, as well as the exchange of archivists on a fellowship basis. A strong international spirit was manifest in all these deliberations and special resolutions were passed that archives in Spain be invited to cooperate with those in America, and that the Committee on Archives maintain close relations with the world organization.

When all these resolutions were considered by the Commission on History at its Second Consultation held in Santiago, Chile, in the following month, the parent body decided that the time was not ripe for setting up a Commission on Archives with attendant financial responsibilities, but the basic ideas agreed upon at Havana will surely continue to be the aims of all those who are concerned with the preservation and proper utilization of the great body of valuable historical material locked up in the archives of the Americas. Work and persistence will be required, of course, if these resolutions are to become a reality.

LEWIS HANKE

University of Texas

Inventaire des Archives du Conseil d'État de Régnance, 1706-1716, by Denise Van Derveeghde and Cecile Lefèvre. (Brussels. Archives Generales du Royaume, 1950. Pp. 31.)

This inventory of state archives of the Catholic Low Countries presents a remarkably clear and concise listing of records created during the years which witnessed a fierce struggle to maintain the balance of power in Europe. These countries saw much fighting in the War of the Spanish Succession, which lasted from 1702 to 1713, and as a result the Spanish Netherlands became the Austrian Netherlands. Though administrative changes occurred, French continued to be the official language and the sequence of the records proceeded in orderly fashion by function, if not by title.

According to the table of contents at the end of this publication, the material is divided into four parts with one set of entry numbers from 1 to 506. The first section deals with the functions of the occupying powers, the second with the functions of the Governor General, the third with the functions of the Council of State proper, and the fourth with the functions of the Privy Council. Under the first, 29 entries are given; under the second, 226; under the third, 155; and under the fourth, 96. Besides an assigned number, each entry contains the title, date, and type and quantity of units (in registers, collections, or bundles). The four pages of introduction, with documentation, describe briefly but adequately the administration of the Netherlands before and during the ten-year period. The authors furnish an admirably precise statement of their arrangement of the official records created in the midst of foreign war and internal reorganization. There is a subject-place index which locates each entry by its assigned number. This inventory was prepared by the

authors as a practical exercise in the study of archival science under the direction of Joseph Lefèvre, the curator of the State Archives.

For the foreigner, at least, this inventory would be improved by a statement concerning the dimensions, in inches, of the records covered by each entry. It may sound carping to mention one error in a page reference in the table of contents when the authors have done such a good, workmanlike job.

ELIZABETH W. MEADE

American Association of University Women

Directory of Microfilm and Photocopying Services; prepared by the International Federation for Documentation (FID) under the auspices of the United Nations Educational, Scientific and Cultural Organization. FID *Publication* No. 244. Prelim. ed. (The Hague. International Federation for Documentation, 6 Willem Witsenplein, The Netherlands, 1950. Pp. 65. 4 Dutch Fl.)

The compilers of this important reference tool invite comments and criticisms from those who make use of it. In doing so they frankly admit the limitations imposed by the difficulty of securing material to be included. They express the hope, however, that poverty of existing services, revealed by lacunae in the directory, may stimulate all countries to the remedial action of establishing national clearing houses for information on documentary reproductions.

The preliminary character of the work is thus modestly emphasized by the compilers. But any directory that may be used in aid of increasing the flow of research works, after the disruptions caused by World War II, has importance that overrides limitations. Germany, hard-hit in this way, is credited with fourteen reproduction services, obviously important for rebuilding German libraries. The *Directory* also brings together information — admittedly fragmentary at times — from 84 countries as different in their research interests as Iceland, Peru, and Vietnam. If no reproduction service seems to exist in a country, the scholar is at least directed to an important library, archive, or research center, addresses of these being regularly supplied.

Noncommercial as well as commercial services are described; details of the size and character of reproductions furnished, policies with reference to copyright, and prices in effect in 1949 are also given. Other features of the publication include a brief list of published guides that give the location of additional services for microfilm and other reproductions, and also a short survey of modern processes of documentary reproduction. The main body of the *Directory* consists of information arranged according to the geographical scheme of the Universal Decimal Classification; therefore an alphabetical index of countries facilitates the use of the guide.

In making an over-all estimate of the significance of this physically small pamphlet, one must keep in mind the excellence of the pattern it sets for international coverage of a field in which adequate and convenient sources of information are hard to come by. FID and UNESCO deserve present gratitude for this preliminary edition, as well as future cooperation in the enlargement and perfecting of the editions that will follow.

BLANCHE PRICHARD MCCRUM

Library of Congress

Union List of Microfilms, compiled by Philadelphia Bibliographical Center and Union Library Catalogue. Revised, Enlarged and Cumulated Edition [edited by Eleanor Este Campion]. (Ann Arbor, Mich. J. W. Edwards, 1951. Pp. xvi; 1961 numbered columns. $17.50. Lithoprinted.)

Interlibrary loan services, especially, will welcome this lithoprinted volume, which includes references to 25,000 microfilms held by 197 institutions in the United States and Canada. It includes the entries in the first edition of the *Union List of Microfilms* (1942) and its five supplements (1943-1947), plus some 6,500 additional entries compiled by the editors from information they received, 1947-1949.

The entries are in single alphabetic arrangement, by author (or title, where authorship cannot be indicated). As manuscript material on film is notably lacking in this *Union List*, this arrangement is probably the best that could have been adopted. Location of the positives and of the original material is given where such information is available.

Where newspapers appear in *Newspapers on Microfilm* (1948), a reference is made to the appropriate page in that work, thus giving it a title index. Microfilms produced by the American Council of Learned Societies' British Manuscripts Project are listed by library, collection, and manuscript number. No attempt has been made to duplicate the University Microfilms cross index of books filmed from the *Short Title List*. Considering the severe limitations under which this *Union List* was obviously compiled, such expedients seem quite justified.

While this work is in no sense an annotated bibliography, the editors have prefixed each entry with the Library of Congress subject symbol. The diligent student may be able to use this work to some extent in his research if he has the patience to seek out the appropriate symbols throughout the 1961 columns.

In general, this volume is an able piece of compilation. However, the separate lists of keys to symbols for contributing institutions and institutions owning originals might well have been combined, into one list, to facilitate usage. The value of the volume would have been enhanced if it could have been indicated by symbol whether an institution's film could be borrowed or copied.

The chief fault of this new *Union List* is not the fault of its compilers, who have done an admirable job with the materials available. The publishing of a true *Union List of Microfilms* must await the action of the holders of the film. Until the libraries of this country can catch up on the job of cataloging microfilm (especially film of manuscript material) and provide some central organization (such as the Philadelphia Bibliographical Center and Union Library Catalogue) with full information on their holdings, any list will be necessarily incomplete, no matter how carefully it has been prepared.

Robert E. Burke

The Bancroft Library

List of File Microcopies of the National Archives. (Washington. United States Government Printing Office. Pp. v, 67.)

The current edition of the *List of File Microcopies of the National Archives* should prove a most useful tool for those carrying on research in the fields of

American, European, Far Eastern, and Latin American history, as well as in local history and genealogy. Compiled by Albert H. Leisinger, Jr., of the Exhibits and Publications Section of the National Archives, this publication lists 3,478 rolls of 35 mm. master negatives which have been completed as a result of nearly two hundred microfilm projects.

Instituted in 1940 by the Archivist of the United States, the File Microcopy Program of the National Archives has as its purpose the microphotographic reproduction of selected records of the Government in order to make valuable sources available to investigators at a distance from Washington. Although a comprehensive development of the program has never been possible, special reference service requests have included the filming of several items of particular interest. Among these are the *Revolutionary War Prize Cases*, 1776-87; *Records of the Russian-American Company*, 1802-67; *Records Relating to the Wilkes Expedition*, 1836-42; materials relating to diplomatic relations between the United States and the Far East through 1906; the *Journal of Charles Mason during the Survey of the Mason and Dixon Line*; and a World War II collection of seized enemy records.

For the most part, arrangement of the list is according to the organization of the Government. The following information is given for each microcopy: title, inclusive dates, total number of rolls filmed and total footage, the file microcopy number, a general descriptive or explanatory note when needed, and a list of rolls, giving numbers, dates, and footages. The films themselves include appropriate title pages and introductory notes. In some cases they also show tables of contents, indexes, and special lists of the records microcopied.

Positive prints of one or more rolls are available at a cost of $4.00 for each 50 feet of film to the nearest 50 feet, the cost to be calculated on the total footage of each order. A copy of the *List* may be obtained free from the National Archives, Washington 25, D. C.

Donald C. Holmes

Library of Congress

REPORT OF THE JOINT COMMITTEE ON HISTORICAL MANUSCRIPTS

The need has long been urged by historians and archivists for a guide to historical manuscripts on a nation-wide basis which would be somewhat comparable to the Union Catalogue of Printed Books established and administered by the Library of Congress. The field of manuscripts presents special difficulties in bringing essential information under control because of the very nature and diversity of the materials. The scholar wants to know whether certain records are in existence; if so, where they are located; and then, having located them, he asks first what period they cover, how extensive they are, and what information is readily available on the nature of their content. This brief essential information he can already obtain from the published guides of certain institutions, but these are few in number, although most of them are of high quality, thanks chiefly to the work of the Historical Records Survey in this field over a decade ago.

Recognizing this long-felt need and convinced that the problem should be met with the broad perspective of a national undertaking, the Society of American Archivists and the American Association for State and Local History set up a Joint Committee on Historical Manuscripts (including a representative of the Library of Congress) three years ago to explore the possibility of establishing a national project for a union catalogue or register of historical manuscripts. Information was gathered on institutions interested in housing and administering the register, on costs of operation and sources of funds, and on prospective publication in near-print form.

The present report is designed to emphasize the main points in the operation and mechanics of the project, because we believe that the function of the joint committee is to act in an advisory capacity to whatever institution or agency may be directly responsible for the administration of the register and the results achieved.

1. National register and regional registers. In the mid-1940's, Herbert A. Kellar, chairman of the American Historical Association's Committee on Historical Manuscripts, drafted a plan for the operation of a union catalogue of manuscript collections which failed to materialize. Later, the present joint committee began its study of the problem. Meanwhile, the idea of regional projects has won some verbal support, promoted by the belief that a national undertaking does not seem likely to come into being and that the regional approach is more practical. Dr. Lancaster Pollard of Oregon, for example, hopes to get a grant for a regional union catalogue of manuscripts in the Pacific Northwest. The joint committee should inform itself on all such developments, actual or in prospect, of a regional character, since there should be cooperation between regional projects and the national project. In the case of any regional project which actually gets under way, duplication of effort ought to be avoided; but the material in such a regional register should be incorporated into the national register. In other words, the national project should follow a constructive policy of cooperation within reasonable limits. On the other hand, once the national register goes into operation, it might bring about the abandonment of other regional projects which had not yet developed beyond the planning or discussion stage. A single project, on a national scale, would be most desirable.

One of the chief dangers in the operation of two or more independent projects is lack of uniformity in the data collected and in its presentation. There ought to be some mutual understanding as to objectives and procedures. The joint committee might serve as a clearing-house of information, in part for this purpose.

2. The national register should be restricted to manuscript *collections.* This limitation is necessary for all practical purposes in such a large-scale project. Perhaps exception can be made in the case of certain manuscripts of unusual historical importance not belonging to a collection, but the rule of "collections only" will have to be rigorously enforced. The investigator is not justified in expecting detailed information on individual manuscripts. Inclusion of collections in private hands should be carefully considered, to augment

the value of the register, although they present special problems. The cooperation of the National Society of Autograph Collectors could doubtless be secured.

3. The data on each collection in a repository will be typed on a 4″ x 6″ card, using *only one side* of the card, with a second (continuing) card if necessary. Use of only one side of the card will facilitate the making of photographic copies for publication (see sec. 8 below). The form of card entry will be similar to that adopted by the Historical Records Survey for its guides to manuscripts:

CAMPBELL (CHARLES) PAPERS, 1740 (1770-1879) 1935. 1,358 items, 5 vols. Virginia. NcD.

Copies of historical documents and letters, and personal papers of Charles Campbell (1807-1876), historian, editor, antiquarian. Original letters of P. T. Barnum, Virginius Dabney, B. T. Johnson, D. H. Maury, and Pierre Soule are included. Copies of letters and papers of Theodorick Bland, Jr. and Sr., R. H. Lee, Arthur Lee, Edgar Allan Poe, John Smith, and George Washington. MSS of Campbell's writings; as principal of Anderson Academy, Petersburg, Va. Transcript of Minute book of city council, Richmond, Va., July 1782-March 1795.

Geographical designation is to be by State, city, or county, or a combination thereof. Location of the collection is to be by symbol, using the system developed by the HRS. The descriptive paragraph must be concise and condensed; selected names of correspondents will be very useful.

4. The cards in the register will be arranged alphabetically by names of collections; thus collections of the same person, family, or institution that are in different repositories will fall together for convenient reference. This is the most simple arrangement, somewhat analogous to the Union Catalogue of the Library of Congress, filed by author. A geographical or subject arrangement would be impractical because collections do not lend themselves to subject-classification, and innumerable cross-references would be necessary.

A sounder argument could be made for filing the cards from each repository as a unit. In many cases, that unit would have some geographical connotation because State and local historical societies preserve mostly the records of their own areas. Such segregation, however, would counteract one of the national features of the register by which widely scattered related collections may be brought together alphabetically insofar as they may bear the same name or closely related names. Nevertheless, there is an advantage in keeping a separate record of all collections in each repository because of the relation of many of them to the locality or State where they are preserved. A file of "short-title" lists (names and dates only) of the collections in each repository, as an auxiliary reference to the register, might be maintained.

5. A list of repositories throughout the United States will be compiled by the office of the national register. The inclusion of Canadian institutions ought to be seriously considered because of manuscript collections in each country with material of common interest to scholars in both. The *Handbook of Historical Societies*, published by the American Association for State and Local History, and other reference works will be helpful in compiling this list. The National Historical Publications Commission has already assembled the

names and addresses and some other information about more than 1,300 depositories with a view to the compilation and publication of a directory of depositories of archives and manuscripts. The NHPC is preparing soon to circularize these depositories for information for inclusion in the directory. This directory could be made available before publication, if necessary, to the national register.

6. A nucleus of the register can be prepared from guides to manuscript collections in various repositories already published. In most cases these guides provide all essential data for the cards to be made for the register.

7. Cooperating institutions. It is hoped that advance publicity and discussion of the national register in historical and archival circles will arouse sufficent enthusiasm and support to win the cooperation of most repositories in supplying voluntarily the necessary data on their collections. Most advantageous to the register office would be the receipt of data from each repository on 4″ x 6 ″ cards, according to specifications shown on samples illustrating various types of material. These cards would be ready for filing after the suggested "short-title" lists (cf. sec. 4, 2d par.) were typed.

The extent of this cooperation will vary greatly, of course, from one institution to another. This voluntary provision of data will have to be supplemented by *field work* from the register office. In many instances the necessary information will be forthcoming in no other way. Some data derived on a cooperative basis may have to be checked for accuracy. As a matter of fact, the more field work that can be done by competent staff members the more reliable the results, but this is expensive business.

8. Publication of the register. The value of this reference tool would be greatly enhanced by photographic reproduction of the cards and their printing in book form, like the Library of Congress book catalogue. The joint committee has already given some thought to this possibility, with the idea that by the end of five years the register would represent sufficient coverage of manuscript collections to justify publication; that perhaps the subscription price would pay for the cost of publication. The cooperation of the National Historical Publications Commission raises the question whether the whole cost of publication might be underwritten by the U. S. Government through the Government Printing Office.

The printing of the register as of a certain date would necessitate setting up a supplementary card file which might be published later as Supplement No. 1, to be followed by others from time to time. After Supplement No. 1 is published these cards could be interfiled in the main body of the register; meanwhile the file of Supplement No. 2 would be maintained separately until its publication. Thus, not more than two separate card files would be necessary at any one time.

9. The location of the register will depend upon the source of funds for the project, upon facilities available in a particular institution, and perhaps upon a combination of these two factors and others. The joint committee of our two societies and the Library of Congress feels duty-bound to emphpasize that a national register must be national in its policy of administration as

well as in the substance of its basic materials; that whatever institution becomes the headquarters of the national register will have an unusual opportunity to increase its prestige among institutions of learning, along with a serious responsibility to serve the national and international community of scholars.

10. Financial problems are not included in this report. Some estimates have been made previously by the joint committee, and Mr. Kellar prepared a tentative five-year budget in his report to the American Historical Association. As indicated in sec. 9 above, the location of the register will have some bearing on finances. During the past six months, the prospect of a sizable gift to the State Historical Society of Wisconsin for this purpose has developed. If this should materialize, it might be unnecessary to request aid from one of the foundations. Meanwhile, the joint committee feels it can do some constructive work in giving thought to the internal procedural problems and mechanics of the project, as well as to some matters concerning its perspective and objectives.

The members of the Joint Committee are Mrs. Edith M. Fox, Dan Lacy, Clifford L. Lord, Colton Storm, and

LESTER J. CAPPON, *Chairman*

Addendum

The chairman of the joint committee received too late to circulate among the other members a suggestion from Mr. Lacy that the national register might be set up in the Library of Congress as a subsidiary of the National Union Catalogue. Uniform rules would be established for catalogue cards of manuscript collections. The Library of Congress would print cards for its own manuscript collections and edit and print also cards from copy submitted by other repositories. Multiple copies of each card would be cheaply available, so that other institutions could set up their own union catalogues to meet local needs. The Library of Congress might issue as an annual supplement to its *Author Catalogue* a book catalogue of all cards concerning manuscript collections received in the preceding year and offer it for sale at a reasonable price. The publication of periodic cumulations would also be possible.

This is a brief summary of Mr. Lacy's suggestion, which the joint committee should pursue further.

News Notes

MARY C. LETHBRIDGE, Editor
Assisted by ROY HART, *National Archives*

Department of State
Washington, D. C.

SOCIETY OF AMERICAN ARCHIVISTS

The Secretary reports that the following persons have been accepted by the Council as members of the Society: Robert E. Burke, Elizabeth H. Buck, Katherine H. Davidson, Katherine W. Kearney, Rose M. McGrath, Nancy H. Mattila, Gladys E. Nauman, Rita Schifter, Jane F. Smith, William B. Wiswell, Julia H. Macleod, Mildred P. McKay, Joseph W. Ernst, James H. Easterby, Doris O. Wondel, Hope H. Grace, and Lionel Croteau.

President McCain has named some committee members, but the following list is incomplete:

Committee on Archival Bibliography — Lester W. Smith, Chairman; Ernst Posner, Donald R. McCoy, Alice E. Smith, Lester K. Born, Edna L. Jacobsen.

Committee on Archival Buildings and Equipment — Victor Gondos, Jr., Chairman; Everett O. Alldredge, W. Frank Burton, Jr., William D. Overman, Gust Skordas.

Committee on Audio-Visual Records — (Not yet named).

Committee on Auditing — Elizabeth E. Hamer, Chairman; Lewis J. Darter, Jr.

Committee on College and University Archives — Francis L. Berkeley, Jr., Chairman; Rev. Henry J. Browne, Leonidas Dodson, Gaston Litton, Clifford K. Shipton, Lewis G. VanderVelde, Dwight H. Wilson.

Committee on Emergency Activities — Vernon B. Santen, Chairman; Sherrod E. East, Martin P. Claussen.

Joint Committee on Historical Manuscripts (with the Library of Congress and the American Association for State and Local History) — Lester J. Cappon, Chairman; Mrs. Edith M. Fox, David C. Mearns, Clifford L. Lord, Colton Storm.

Committee on Institutional and Business Archives — Henry E. Edmunds, Chairman; Ruth M. Rush, Reynold Wik.

Committee on International Relations — Lester K. Born, Chairman; Oliver W. Holmes, Ernst Posner, Fred W. Shipman.

Committee on Labor Union Archives — Robert W. Hill, Chairman; Elizabeth Meade.

Committee on Local Arrangements, 16th Annual Meeting — Jacqueline Bull, Chairman.

Committee on Long Range Planning — Christopher Crittenden, Chairman; Henry H. Eddy, Robert H. Bahmer, Lester J. Cappon, Leon deValinger, Jr., Herbert A. Kellar, Ernst Posner; William D. McCain and Roger Thomas, *ex-officio*.

Committee on Membership — Seymour J. Pomrenze, Chairman; Beatrice Decker, Thornton W. Mitchell, Lola Homsher, James C. Olson, Virgil L. Bedsole, W. Eddwin Hemphill, Jean R. McNiece, Leo Flaherty, George W. Spragge, Herbert Fine, John Gross, Albert Whimpey, Robert Beets.

Committee on Microphotography — Daniel F. Noll, Chairman; Gust Skordas, Ernest E. East, Charles Dickens.

Committee on Program, 16th Annual Meeting — William J. Van Schreeven, Chairman.

Committee on State Archives — David C. Duniway, Chairman; Jesse E. Boell, Leon de Valinger, Jr., Mary G. Bryan, Dolores Renze, Morris L. Radoff.

The anual joint luncheon of the Society with the American Historical Association on the occasion of the Association's sixty-sixth annual meeting took place December 28, 1951, at 12:30 p.m., in the Hotel Statler, New York City. Presiding was Wayne C. Grover, acting on behalf of the Society's President, Col. William D. McCain who was detained on Army duties. Life memberships in the Society were presented to Solon J. Buck and Roscoe R. Hill, after which Lester K. Born, Secretary-General of the International Council on Archives, spoke on the subject, *International Cooperation to Preserve Historical Source Materials*. About fifty persons attended.

The sixteenth annual meeting of the Society will be held in Lexington, Kentucky, Monday and Tuesday, October 27 and 28, 1952. Registration will be at the Hotel Lafayette with meetings there and on the campus of the University of Kentucky.

Members of the Society who do not wish to keep complete files of the *American Archivist* are asked to sell unwanted issues to the Secretary. Especially needed are issues from 1938 to July 1941; also those for April 1947, July 1950, and January, April, and July 1951. Seventy-five cents will be paid for each issue. Communicate with either the Secretary or the Treasurer before sending copies.

THE NATIONAL ARCHIVES AND RECORDS SERVICE

The Administrator of General Services on December 6, 1951, issued Chapters I and IV of Title 3, Federal Records, Regulations of the General Services Administration. Issued pursuant to Public Law 152, 81st Congress, as amended, and other laws, these regulations contain policy directives, procedural regulations, and general delegations of authority, affecting agency records management programs, records control schedules, disposal of records, transfers of records, and agency records centers. Chapters of Title 3 affecting records creation and the maintenance and use of current records will be issued later.

Several provisions of these regulations are of special interest. Existing Federal agencies are required to complete records control schedules no later than June 30, 1954. The approval of the National Archives and Records Service is required for interagency records transfers. Operating agencies are made responsible for determining the records-retention periods necessary to satisfy their administrative, legal, or fiscal requirements, while records appraisal by NARS "is limited to review for possible value to other agencies of the Government, and for research or historical value." Agencies desiring to establish or to relocate in another city an agency records center are required to obtain NARS approval. Subject only to specified broad policy requirements, agencies may authorize the transfer of records otherwise approved for destruction to non-Federal custody without, as hitherto, obtaining prior approval of the Archivist of the United States.

On June 30, 1951, the Government held a total of 23.5 million cubic feet of records, of which 22 million were in the agencies themselves, and 1.5 million were in the National Archives and Federal records centers. Records are being created at the rate of 3.4 million cubic feet a year, while the disposal

rate is only 2.1 million cubic feet a year. NARS efforts are being directed toward swinging the pendulum in the other direction; as long as a backlog of valueless records remains, disposal should equal or even exceed the rate of records creation.

On December 12, 1951, the National Historical Publications Commission authorized its staff to begin work on documentary histories of the ratification of the Constitution, the proposal and ratification of the first ten amendments to the Constitution, and the work of the first Federal Congress. It also approved plans for the compilation and publication of a directory of custodians of manuscripts in the United States, and it assumed responsibility for the preparation of future volumes of the *Writings on American History*. James R. Masterson and Forest L. Willams have been appointed to serve respectively as editor and assistant editor of the *Writings*. Work on the volume for 1950 is now in progress.

Among records recently deposited in the National Archives are those of the President's Commission on Internal Security and Individual Rights (the Nimitz Commission), January-November 1951; correspondence of the Federal Farm Loan Board with Federal land banks pertaining to the organization and operation of the banks, 1916-26; legislation files of the Office of the Secretary of the Interior, 1907-30, which complete the central files of the Office for that period in the National Archives; and additional correspondence and record books (3,600 cubic feet), of varying dates within the period 1803-1949, of the State Department's foreign service posts throughout the world.

W. L. G. Joerg, chief of the Cartographic Records Branch of the National Archives since 1937, died suddenly on January 7, 1952. Mr. Joerg played a prominent role in the activities of numerous Federal scientific agencies and was widely known for his studies on polar geography, exploration, and geographic place names.

A recently completed inventory of certain classes of materials in the Franklin D. Roosevelt Library reveals that on December 1, 1951, the Library had 46,605 photographs, 18,313 museum objects, and 25,626 books. Positive microfilm prints of the correspondence between Franklin D. Roosevelt and Josephus Daniels in the period 1913-33, comprising 1,000 pages, may now be purchased from the Library. An illustrated folder giving the information about the Library that is most frequently requested by the general public is now available.

INTERNATIONAL COUNCIL ON ARCHIVES

Charles Braibant, Director of the Archives of France and President of the International Council on Archives, has notified Dr. Wayne C. Grover, Archivist of the United States, that a meeting of the Council's Executive Board will be held in Washington, April 9-11. Dr. Grover is Council Vice President for the Western Hemisphere and a member of the Executive Board. Other members of the board, which manages Council affairs in the interim between sessions of its Constituent Assembly, are: Dr. D. P. M. Graswinckel, Director General of the Royal Netherlands Archives; Sir Hilary Jenkinson,

Deputy Keeper of Public Records, Great Britain; Dr. Lester K. Born, Secretary-General of ICA; Guy Duboscq, Treasurer of ICA and Conservateur Adjoint at the National Archives in Paris; Gustav Vaucher, Director General of the Cantonal Archives in Geneva, Switzerland; Dr. Emilio Re, Inspector General of the Archives of State in Rome; Dr. Purnendu Basu, Director of the National Archives of India, now on leave to serve as Assistant Archivist of the United Nations in New York; Dr. Hector Garcia Chuecos, Director of the General Archives of the Nation, Venezuela; and Dr. Solon J. Buck, Assistant Librarian of Congress.

The first issue of *Archivum*, journal of the International Council on Archives, was scheduled for December 1951. Edited by M. André Artonne, Honorary Librarian of the French Ministry of Foreign Affairs, it will include major articles of international scope, shorter communications, news and notes, a bibliography of bibliographies, notes on technological developments, notices of new collections, and book reviews. The Editorial Policy Board is composed of Sir Hilary Jenkinson, Dr. D. P. M. Graswinckel, and Dr. Lester K. Born. Subscriptions should be sent to the Presses Universitaires de France, 108 Boulevard Saint-Germain, Paris VIe. The price for the annual volume has been set at 600 francs for France and at 700 francs elsewhere.

TRAINING OF ARCHIVISTS

Attention again is called to the fact that the American University's eighth Institute in the Preservation and Administration of Archives will open in Washington, D. C., on June 16 and continue through July 11. In addition to lectures, the Institute provides laboratory experience in the National Archives, the Manuscripts Division of the Library of Congress, and the Maryland Hall of Records. Special lectures and laboratory experience will be provided for those concerned mainly with the administration of current records. Dr. Ernst Posner, Professor of History and Archives Administration at American University, will be director of the Institute.

Further information may be obtained from the Office of the Director, School of Social Sciences and Public Affairs, The American University, 1901 F Street, Northwest, Washington 6, D. C.

A recent pamphlet issued by the Direction des Archives de France, entitled *Stage technique d'archives, réservé aux élèves de l'École des Chartes et aux archivistes et étudiants étrangers*, describes a new course of study offered under the joint auspices of the Direction des Archives de France and l'École des Chartes to students of the École and to foreign archivists and students. The course is intended to instruct the student in the techniques of modern archival administration, in the theory of administrative organization, and in fields of documentation and economics. The intensive course will be offered from the middle of January to the middle of March of each year, to be preceded, beginning in the fall of 1951, by a 3-month background course for foreign archivists and students.

THE LIBRARY OF CONGRESS

The papers of William Howard Taft and certain papers of other members of the Taft family, which have been on deposit in the Library of Congress, have now been given to the United States by the children of the late President. Until January 1, 1960, access to the papers will continue to be given only to those scholars who, through the Chief of the Manuscripts Division, have received permission from a representative of the family. Thereafter the papers will be administered directly by the Librarian of Congress or his authorized representative.

The papers of Colonel George B. McClellan, Jr., have been presented to the Library by Mrs. McClellan. Beginning with scrapbooks he kept during his college days at Princeton, the papers, numbering about 4600 pieces, include an account book of the New York-Brooklyn Bridge Company (1889-1893), of which McClellan was Treasurer; records covering his four terms as member of Congress from New York (1895-1903) and his years as mayor of the City of New York (1903-1909); a diary kept during his military service in World War I; and 15 letters from his father, the Civil War General, whose papers have been in the Library of Congress for a number of years.

A group of papers composed mainly of the military diaries of General August Valentine Kautz (1828-1895) have been transferred to the Library by the Army War College. The diaries, spanning the years from 1857 to 1895, cover all but the earliest part of General Kautz's long and active military service. There are, in addition, a two-volume journal for the Civil War period; a volume of military orders; and eight scrapbooks of newspaper clippings dating from the 1860's to the 1890's.

Ninety-five field notebooks kept in 1887 and 1888 by engineers in the hydrographic, boring, and surveying parties of the Nicaragua Canal Construction Company have been received from the Chase Safe Deposit Company of New York City. These notebooks contain the most minute information about the physical features of the area through which it has recently been proposed to build a second interoceanic canal.

FOREIGN NEWS

Austria

On May 7, 1951, the Osterreichische Gesellschaft für Dokumentation und Bibliographie was established to act as a coordinating center for documentation in Austria and as a link in international relations. One of its first tasks will be to publish a guide book to Austrian documentation centers. Dr. L. Kirste of the Technical University is President of the Society, the Vice-Presidents are Dr. J. Stummvoll of the National Library and Dr. R. Kloss, and the General Secretary is Dr. S. Frauendorfer of the School of Agronomy. The Society recently became an associate member of the International Federation for Documentation.

Cuba

Chronological lists of transcripts of documents of Cuban interest in the Archivo General de Indias at Seville are published in *Misiones Cubanas en los Archivos Europeos*, by Manuel Moreno Fraginals, issued by the Commission on History of the Pan American Institute of Geography and History (Mexico, D.F., 124 p.). The transcripts here listed are in the Archivo Nacional de Cuba. Included also are a brief statement about El Instituto Hispano Cubano de Historia de America, established in Seville in 1928, and a bibliography.

France

A.B.C.D. Archives, bibliothèques, collections, documentation, a long-awaited French review, is now published bi-monthly with the support of the Association Professionelle des Archivistes Francais, the Association des Bibliothécaires Français, the Association Générale des Conservateurs de Collections Publiques de France, and the Union Française des Organismes de Documentation. It will contain leading articles, news and notes on organization, administrative problems, methods and techniques, and studies on archives, libraries, and documentation in France and abroad. A bibliography of bibliographies will also be a regular feature. Short synopses of the main articles are given in French and in English. Subscriptions are available for 1800 francs outside France from 65 rue de Richelieu, Paris. Single copies cost 275 francs.

Microfilms that supplement the collections of documents at the Archives Nationales in Paris are the subject of a brief but detailed list, entitled *Repertoire des Microfilms de Complement Conservés aux Archives Nationales et Communicables au Public* (Paris, Imprimerie Nationale, 1951. 16 p.). According to a note in the Library of Congress *Information Bulletin*, January 14, 1952, the films are divided into five groups: inventories, family archives, economic archives, foreign archives, and miscellaneous. Lists of the collections of moving picture films and sound recordings will follow. In the present *Repertoire* the following data for each film is given in tabular form: nature of original, inclusive dates, origin, date of accession, call number, condition of access, length of film (in meters), size (35 or 16mm.), and type (negative or positive).

India

Among interesting acquisitions recently made by the National Archives of India are 21 historical documents in Persian received for custody from the Regional Records Survey Committee of the Uttar Pradesh. The work of these committees is financed by a Government of India grant. In addition to the continuing work of arranging and checklisting of records already in custody, the Archives is continuing to locate documents in private custody and collect information on materials of Indian interest in foreign repositories.

Israel

The Director of the Zionist Central Archives, Dr. G. Herlitz, in his report to the 23d Zionist Congress, reported that because of the special emergency precautions taken the Archives withstood the war of liberation and the siege

of Jerusalem without damage. Much progress has been made since the establishment of the State of Israel. Records have been accessioned from headquarters of the Zionist movement throughout Europe, classified, and stored in modern, newly-equipped areas allocated to the Archives in the Jewish Agency's building.

Japan

In August 1949 a Microphotography Committee was established in the National Diet Library to study the techniques and uses of microfilm. Members of the committee were selected from scholars and research workers in photography as well as from microfilm users. Through the activities of the committee a microfilm reader has been designed and will soon be placed on the market by the Toho Kogaku Seiko Kabushiki Kaisha (Toho Optical Co., Ltd.). A fine-grain film will also be placed on the market, and microcards are being produced as an experiment. The existence of the committee has been brought to the attention of all organizations, libraries, and government offices that engage in documentary reproduction, and as a result the National Diet Library has become an information center for all matters concerning photocopying for Japan.

Mexico

The Archivo General de la Nacion, Mexico City, can now provide microfilm copies of records in that institution upon request.

COLORADO

The Colorado State Archives has completed or is nearing completion the work of placing on microfilm the records of the Board of Nurses Examiners, Department of Agriculture, Game and Fish Department, and the Public Utilities Commission. Underway is a large project, that of microfilming the State Treasurer's records through 1910.

DELAWARE

The Public Archives Commission of Delaware has begun to publish a quarterly *List of Accessions* to the Hall of Records, Dover. The first issue, October 1951, announces that the purpose is to give the public as soon as possible current information about accessions that were formerly reported only in the Commission's *Annual Report.*

DISTRICT OF COLUMBIA

In January the District Commissioners approved the expenditure of $2,000 for a three-month study by Daniel F. Noll, consultant on microphotography at the National Archives, on which records could be destroyed. The Commissioners' Committee on Microfilming and Disposal of Obsolete Records has urged since the end of the war a continuing and centralized program of reducing the volume of old city records. Noll is also supposed to advise on the establishment of a microfilming program.

ILLINOIS

Important amendments to the laws governing the management of records at the State and local levels were enacted by the last Illinois General Assembly. County authorities may now safely destroy obsolete records approved for destruction by a board appointed to make recommendations, since "any finding and order of the board authorizing petitioner to destroy records shall be a bar to any action against the petitioner because of the destruction of such records." The legal status of microfilm was clarified and any county, municipality, or other political sub-division in the State may now destroy records which have been microfilmed, after due notice and a public hearing. This does not apply to records at the State level.

The State Records Commission was reorganized and given the power to authorize any State agency to destroy any records the destruction of which is not prohibited by law. Formerly the State Records Commission was merely advisory to the General Assembly. An attempt is being made to set up a general disposal schedule for "housekeeping" records similar to the general schedules established by the National Archives.

MICHIGAN

The Executive Committee of the Clements Library Associates has announced that Dr. Luther H. Evans, Librarian of Congress, has been appointed Randolph G. Adams lecturer for 1952. He will deliver the first lecture in Ann Arbor on October 8, 1952. The Randolph G. Adams Memorial Fund was established in 1951 for an annual lectureship by the Clements Library Associates and other friends of the late Director of the Clements Library.

MINNESOTA

The Forest Products History Foundation, associated with and housed by the Minnesota Historical Society, is described in a recent pamphlet, *Retracing the Blazed Trail*, as "the national repository of American forest history." The foundation will establish a great bibliography of American forest products industry; collect and preserve the records of the American forest products industry; provide a record service program; help all companies in the field of forest products to deal with the growing accumulations of business records; develop a publication program; and write company histories; and promote an educational program.

NEBRASKA

The Nebraska Historical Society has received from the State an initial appropriation for the development of a long-term program to microfilm its Nebraska newspapers, some dating from Territorial days. The Society will, for the most part, microfilm newspapers published outside the larger cities, leaving the task of microfilming newspapers published there to the publishers and

local libraries. Copies of all newspapers microfilmed under this program will be made available to other libraries at cost. Inquiries should be addressed to Mr. John B. White, Librarian, Nebraska State Historical Society, Lincoln 9, Nebraska.

NEW YORK

The University of Rochester has acquired, by the will of the late W. H. Seward III, some 100,000 documents of William Henry Seward and members of his family. All the extant correspondence of the Secretary of State, except letters from President Lincoln, were among the documents, together with legal papers, diaries, account books, and other manuscript records. The arranging of the correspondence in chronological files is nearly completed, but the indexing will require several years. The records have been housed in a special room in the University Library and are now available for use by qualified scholars.

NORTH CAROLINA

William S. Powell, former researcher for the Department of Archives and History, is now on the staff of the University of North Carolina Library.

The largest body of records pertaining to a single organization ever to be deposited in the Archives of the Historical Foundation of the Presbyterian and Reformed Churches at Montreat, North Carolina, was received when the books of the Home Mission Committee of the Synod of North Carolina covering the years 1887 to 1947 were accessioned. Church records and private papers continue to arrive at the Archives, which is by now one of the outstanding centers of church history in the United States. Representatives of the Library of the University of Kentucky recently spent a week at the Archives microfilming certain Kentucky records and manuscripts.

OHIO

Recent accessions by the Ohio State Archaeological and Historical Society at Columbus include 10 boxes of papers, 1830-1949, of Dr. Albert Gallatin Byers, first Secretary of the Ohio Board of State Charities, and his son, Joseph P. Byers, noted penologist; 211 original cartoons by J. Hal Donahey, the Cleveland *Plain Dealer*, 1920-1940; 25 letters, 1916-1921, of Warren Gamaliel Harding, and 9 holograph speeches, 1910-1922; 2 boxes of papers of the Ohio Civil War General Theodore Jones, 1860-1900; 112 boxes of papers, 1914-1949, of the Lake Shore Electric Railway Company, Sandusky; papers of Mrs. Mary Brown Lee, prominent Republican, John Patterson MacLean, author and archaeologist, Ohio Revolutionary Memorial Commission, Robert C. Schenck, Separatist Society of Zoar; and a diary of Robert C. Shute on a trip through Ohio in 1838.

The American Jewish Archives, on the campus of the Hebrew Union College-Jewish Institute of Religion, Cincinnati, has announced the acquisition

of the Jacob H. Schiff papers and the Felix M. Warburg papers. These collections will be described in the near future in the quarterly, *American Jewish Archives.*

OKLAHOMA

The Oklahoma Historical Society is planning a project designed to strengthen the Society's holdings by acquiring microfilms of historical materials concerning the Oklahoma region in other depositories. The Board of Directors has indicated that certain documents in the National Archives may be filmed as the first step in the new program.

OREGON

Willamette University and the Oregon State Archives have been experimenting in the possibilities of interne training for students in the social sciences. One graduate student in Education has received credit for a study and inventory of Vocational Education records relating to war service training during World War II. Another has prepared a calendar of the political papers in the Asahel Bush collection, and is now preparing a study and inventory of the records of the Reconstruction Advisory Board of the 1930's. The experiment has been satisfactory to all concerned and both institutions plan to enlarge the program.

The 1951 legislature of the State of Oregon revised the law relating to the microfilming of official records. The changes for the most part affect the microfilming of county records and make possible a major change in the record keeping process. Documents no longer need to be recorded in separate files but now may be recorded in one series by filming in order as received. It is expected that this change in the law will also affect the keeping of court records. At the same time, provision has been made for the filing of security microfilm copies of records with the State Archivist and for their legal use in case the originals are destroyed.

VERMONT

The Church of the Latter Day Saints is undertaking to microfilm all vital records prior to 1850 existing in the Office of the Secretary of State and in every town in the State of Vermont at no expense to the State. Mr. and Mrs. Lloyd Hughes of Plainfield, Vermont, are doing the work.

VIRGINIA

Mr. James A. Bear, Jr., recently on military leave, has returned to his post as assistant archivist at the University of Virginia Library.

Under the auspices of the National Historical Publications Commission a committee has been formed under the chairmanship of David J. Mays of Richmond to consider plans for the publications of James Madison's papers. Other

members of the committee are Lyman H. Butterfield, director of the Institute of Early American History and Culture at Williamsburg, and Francis L. Berkeley, Jr., of the University of Virginia.

WISCONSIN

One of the most important and largest collections of American manuscripts still in private hands, the unique McCormick collection, containing more than 1,000,000 manuscripts and 20,000 printed pieces, has been acquired without cost by the State Historical Society of Wisconsin. The assembling of the collection was instituted in 1912 by the McCormick Historical Association, originally composed of the children of Cyrus Hall McCormick.

The collection will be housed as a separate entity in the Society's building in Madison and will be available for study and research as soon as it is shelved and arranged. The University of Wisconsin is the residual beneficiary in case the State Historical Society ever ceases to exist or moves from the campus area at Madison. Dr. Herbert A. Kellar, curator of the collection since 1915, has been named coordinator of the collection.

MISCELLANEOUS

The Joint Committee on the Safeguarding of Library Materials in an Emergency at its January 11th meeting heard reports on the World War II experience of the Committee on Conservation of Cultural Resources and on the plans that the Army Medical Library and the Library of Congress have made for the safeguarding of their collections. The Committee concluded that the Society of American Archivists, the National Research Council, and the American Association of Museums should be invited to join the Committee; that the chairman should appoint an executive committee to represent libraries, archives, research councils and museums; and that the executive committee should prepare a statement of objectives for consideration of the full Joint Committee.

Reprints of the valuable "Guides to American History Manuscript Collections in Libraries of the United States," compiled by Ray Allen Billington and published in the *Mississippi Valley Historical Review* for December, 1951 (p. 467-496), are now available for purchase at the editor's office, Tulane University, New Orleans 18, Louisiana. The 206 entries in the bibliography cover both manuscript collections in Federal depositories and manuscript collections in the libraries of the States.

Members of the Society working in the field of current records management will be interested in *The Bulletin* issued by the Records Management Association of Chicago. The December 1951 issue contains an interesting article by Robert S. Sponhour of the Chicago Operations Office of the Atomic Energy Commission entitled "Records Management — the Dollar and Time Saver of the Management Field." For information on membership write the Records Management Association of Chicago, P. O. Box 651, Chicago 90, Illinois.

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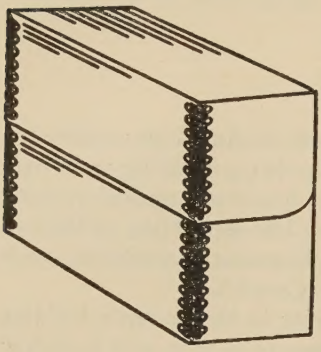

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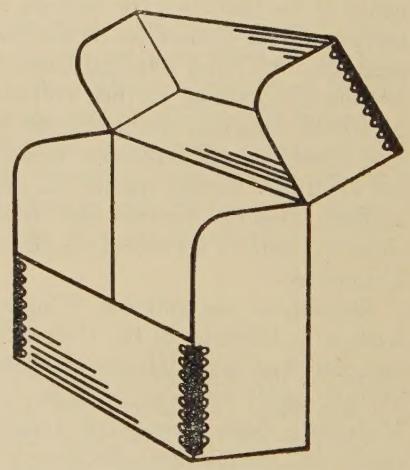

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